

South Australian DAMA

Non-Anzsco Occupation Profiles

Table of Contents

Occupation Profiles – Adelaide City DAMA	3
Advancement Manager (Equivalent to ANZSCO Skill Level 1).....	4
Advancement Professional (Equivalent to ANZSCO Skill Level 1).....	5
Clinical Researcher (Equivalent to ANZSCO Skill Level 1).....	6
Data and Analytics Manager (Equivalent to ANZSCO Skill Level 1).....	7
Digital Artist (Equivalent to ANZSCO Skill Level 2).....	8
Digital Producer (Equivalent to ANZSCO Skill Level 1).....	9
Digital Production Manager (Equivalent to ANZSCO Skill Level 1).....	10
Digital Supervisor (Equivalent to ANZSCO Skill Level 1).....	11
Senior Digital Artist (Equivalent to ANZSCO Skill Level 1).....	12
Occupation Profiles – South Australian Regional DAMA	13
Apiary Supervisor (Equivalent to ANZSCO Skill Level 3).....	14
Aquaculture Deckhand or Farmhand (Equivalent to ANZSCO Skill Level 4).....	15
Aquaculture Process Worker (Equivalent to ANZSCO Skill Level 4)	16
Aquaculture Processing Supervisor (Equivalent to ANZSCO Skill Level 3).....	17
Automotive Transmission Technician (Equivalent to ANZSCO Skill Level 3)	18
Care Supervisor (Equivalent to ANZSCO Skill Level 3)	19
Civil Construction Site Supervisor (Equivalent to ANZSCO Skill Level 2).....	20
Civil Construction Tradeworker (Equivalent to ANZSCO Skill Level 3)	22
Cold Store Manager (Equivalent to ANZSCO Skill Level 2).....	23
Cold Store Operator (Equivalent to ANZSCO Skill Level 4).....	24
Computerised Numerical Control (CNC) Machinist (Equivalent to ANZSCO Skill Level 3).....	25
Computerised Numerical Control (CNC) Operator (Equivalent to ANZSCO Skill Level 4).....	26
Cook (Ethnic Cuisine) (Equivalent to ANZSCO Skill Level 3)	27
Dairy Cattle Farm Operator (Equivalent to ANZSCO Skill Level 4).....	28
Dance Instructor (Equivalent to ANZSCO Skill Level 3)	29
Dance Studio Manager (Equivalent to ANZSCO Skill Level 2)	30
Electrical Motor Repairer or Winder (Equivalent to ANZSCO Skill Level 3)	31
Forestry and Harvesting Machine Operator (Equivalent to ANZSCO Skill Level 4)	32

Hospitality Supervisor (Equivalent to ANZSCO Skill Level 3)	33
Hospitality worker (Equivalent to ANZSCO Skill Level 4)	34
Irrigation Technician (Equivalent to ANZSCO Skill Level 3).....	35
Log Truck Driver (Equivalent to ANZSCO Skill Level 3).....	36
Poultry Farm Supervisor (Equivalent to ANZSCO Skill Level 3).....	37
Poultry Stockperson (Equivalent to ANZSCO Skill Level 4).....	38
Production Horticulturalist (Equivalent to ANZSCO Skill Level 3)	39
Production Horticultural Supervisor (Equivalent to ANZSCO Skill Level 2).....	40
Production Operator (Equivalent to ANZSCO Skill Level 4)	41
Production Supervisor (Equivalent to ANZSCO Skill Level 3)	42
Rose Budder (Equivalent to ANZSCO Skill Level 4)	43
Senior Dairy Cattle Farm Worker (Equivalent to ANZSCO Skill Level 3).....	44
Senior Piggery Stockperson (Equivalent to ANZSCO Skill Level 3).....	46
Skilled Horticultural Worker (Equivalent to ANZSCO Skill Level 4)	47
Sommelier (Equivalent to ANZSCO Skill Level 3).....	48
Start-up Worker (Digital) (Equivalent to ANZSCO Skill Level 2).....	49
Vineyard Manager (Equivalent to ANZSCO Skill Level 2)	50
Vineyard Supervisor (Equivalent to ANZSCO Skill Level 3)	51
Welding Engineer (Equivalent to ANZSCO Skill Level 1)	52
Welding Inspector (Equivalent to ANZSCO Skill Level 3).....	53
Welding Specialist Supervisor (Equivalent to ANZSCO Skill Level 3).....	54
Welding Technologist (Equivalent to ANZSCO Skill Level 3)	55
Winery Worker (Equivalent to ANZSCO Skill Level 4)	56

Occupation Profiles – Adelaide City DAMA

Advancement Manager (Equivalent to ANZSCO Skill Level 1)

Description:

The Advancement Manager serves as an education institution's lead fundraiser. The role is responsible for leading, directing, organising, controlling and overseeing the institution's advancement/ philanthropic programs and functions. The role will provide strategic advice and leadership in relation to alumni and donor engagement and stewardship, the development and delivery fundraising campaigns and activities, fundraising targets and other program goals. The position may also have direct responsibility for a significant portfolio of key donors and/or major donors.

Tasks may include:

- Develop, direct and implement the education institution's advancement/philanthropic strategy and program, in line with the institution's strategic priorities
- Develop, establish and ensure delivery of advancement program goals including fundraising targets and other performance indicators
- Provide strategic advice and high-level oversight in the development and implementation of advancement activities and strategies
- Ensure the effective management of all staffing matters relating to the Advancement function and team(s)
- Ensure the effective and efficient operations of the advancement team(s); ensuring staff receive coaching, training and development to grow and perform at a high standard in their roles
- Provide advice to executives on policies and procedures relating to alumni relations and advancement operations
- Lead the development and implementation of the education institution's strategic plans and framework for alumni relations and engagement activities, alumni and donor communications, alumni and donor information and data management
- Work with executives to identify and capitalise on philanthropic opportunities
- Advocate the advantages of philanthropy to the education institution, alumni, key stakeholders and the broader community
- Establish and foster strong relationships with key/leading donors, internal and external stakeholders, and
- Ensure the effective management of the budget and reporting processes for the portfolio.

Skills, qualifications and experience: The skills, qualifications and experience for the occupation of Advancement Manager are as per **DAMA Occupation List**.

Advancement Professional (Equivalent to ANZSCO Skill Level 1)

Description:

The Advancement Professional oversees a range of activities including (but not limited to): prospect development, alumni engagement, philanthropic fundraising and major gifting, communications and donor relations and stewardship, and advancement services. Depending on the size of the education institution, its broader advancement objectives as well as the structure of their advancement department or team, individual advancement professional positions may be a generalist role or specialise in one or more of the above areas.

Tasks may include:

- Identifying fundraising needs
- Plan and manage fundraising/advancement campaigns, initiatives and activities
- Preparing proposals and other written materials advocating the education institution's philanthropic/advancement program
- Establishing and managing relationships with prospective and existing donors, alumni and stakeholders
- Develop and maintain a personal prospect portfolio
- Lead the development and implementation of advancement services and activities in line with the education institution's advancement strategies
- Deliver on fundraising targets and/or other key performance indicators
- Provide leadership, direction and coaching to create and manage the advancement team including goal setting, mentoring and performance management review.
- Manage the use and effectiveness of the fundraising and donor database and CRM, including protocols for data processing, the implementation of quality enhancements and staff training, ensuring data integrity is maintained
- Develop and maintain a procedure and practice for data mining and data analytics
- Lead and direct the processing of gifts, donations and alumni event registrations to the education institution
- Oversee the development, evaluation and execution of data and gift management frameworks, policies, procedures, processes, reporting and training relating to the day to day management of information in the CRM on donors, prospects, alumni, volunteers and friends of the education institution
- Contribute to recommendations on the education institution's processes and policy as standards and regulations change, and
- Ensure compliance with gift processing and fund reporting regulations.

Skills, qualifications and experience: The skills, qualifications and experience for the occupation of Advancement Professional are as per **DAMA Occupation List**.

Clinical Researcher (Equivalent to ANZSCO Skill Level 1)

Description:

The Clinical Researcher performs activities associated with the evaluation, initiation, monitoring and close out of clinical trials to ensure the trial is conducted in accordance with the appropriate company protocols and regulatory requirements.

Tasks may include:

- Coordinate clinical projects and project activities in accordance with company guidelines and standard operating procedures
- Coordinate the required activities of stakeholders in the clinical project management process including sponsor, site and monitors
- Monitor all aspects of studies to ensure compliance, study protocol and regulatory requirements and prepare monitoring reports
- Perform Study Initiation, On-study and Study Close-out activities
- Verify subject records, review essential documents, perform investigational product accountability, meet with site personnel and ensure procedures are conducted per the protocol
- Site management between monitoring visits, contact sites, ensure adequate enrolment and document collection as required
- Develop and review study protocols and other study related documents.
- Prepare documents related to a clinical trial
- Perform internal review of study documents
- Prepare ethics submissions
- Design and review of Case Report Forms
- Assist in preparation of Clinical Study Reports, and
- To maintain effective communication with other members of the Clinical Services Group.

Skills, qualifications and experience:

Applicants for the occupation of Clinical Researcher must have:

- At least an AQF Bachelor or higher qualification, or equivalent qualifications and have at least two years of recent and relevant work experience;

OR

- At least 5 years of relevant work experience.

Data and Analytics Manager (Equivalent to ANZSCO Skill Level 1)

Description:

The Data and Analytics Manager is responsible for the oversight of data collection, management and analytics, including operations, resourcing, systems, delivering projects, and liaising with clients.

Tasks may include:

- develop, direct and implement the data management and analytics strategy and operations in line with the company's strategic priorities
- managing the collection and processing of information and data to produce intelligence
- leading the design and delivery of data analysis and analytical solutions
- providing day-to-day direction and management of data and analytics management
- oversee and manage recruitment, training, human resource and performance management
- provide leadership in liaising with clients and external stakeholders
- liaise with contracts/accounts/finance personnel as required to meet financial timelines
- preparing, or arranging for the preparation of, reports, budgets and forecasts, and presenting them to governing bodies
- selecting and managing the performance of senior staff, and
- may undertake responsibility for some or all of accounting, sales, marketing, human resources and other specialist operations.

Skills, qualifications and experience

Applicants for the occupation of Data and Analytics Manager must have:

- At least an AQF Bachelor or higher qualification, or equivalent qualifications and have at least 2 years of recent and relevant work experience;

OR

- 5 years of relevant work experience may substitute for a qualification.

Digital Artist (Equivalent to ANZSCO Skill Level 2)

Description:

Digital Artists covers a range of visual effects specialists, designers and digital artists who plan, design, develop and create a wide range of digital assets and imagery using software and hardware. Images created by Digital Artists may be realistic, magical or stylised and can be used in film, television, video on demand, video games, mobile platforms and other entertainment industries. Work created by a Digital Artist can be used in multiple ways; in isolation, or mixed with other digitally created images, or be augmented against live action images, in feature film, television series, television commercials, music videos, digital installations, augmented and virtual reality, video games, holographic or other forms of visual media.

Tasks may include:

- determining visual objectives and briefs by consulting with internal and external clients and stakeholders
- creating mock-ups, visualisations and proof of concept art and image sequences
- defining user interactions, narrative, visual aesthetic, game and environment design, AI and system integration
- creating visualisations by determining camera positioning, layout, movement, timing and look of images, relative to any filmed or created environment or performance
- using computer software to model, texture, light, render, rig, animate and simulate digital assets to a brief, by matching performance or adjusting key features and detail as required
- creating digital environments, creatures, characters and humanistic performances ranging in aesthetic style from cartoon to photorealistic
- simulating magical and natural phenomena, such as effects, fire, fractals, plasma, smoke, water, dust, powder, clouds, mist, steam, lighting, destruction, and other environmental phenomena
- compositing or incorporating multiple digital elements and assets into one final image, image sequence or scene into final product, and
- project management and coordination of digital images and asset creation, from concept and brief, through to client delivery.

Skills, qualifications and experience: The skills, qualifications and experience for the occupation of Digital Artist are as per **DAMA Occupation List**.

Digital Producer (Equivalent to ANZSCO Skill Level 1)

Description:

Responsible for the overall financial direction of projects, supporting the achievement of the appropriate creative result. This includes setting and keeping milestones to schedule, managing client expectations, and supporting technical and creative staff as well as liaising with the client.

Tasks may include:

- Bid work with the Sales team and Supervisors
- Maintain change orders and re-bid work as scope varies
- Work closely with Production Management team to ensure quality standards and protocols are adhered to ensure delivery within budget
- Define the overall project scope and execution strategy with the Digital Supervisor
- Work to resolve any delay or impediment to project commitments or milestones
- Complete project risk assessments for new opportunities, assessing resource requirements, and viability
- Understand the impact the show's workload may have and negotiate with existing schedules and employee's workload
- Support Digital Supervisor's visual effects solutions in range of the client's financial boundaries
- Work with creative and technical supervisors to ensure briefs are clearly established
- Create regular and accurate project reports, detailing financial and creative status to client and management
- Act decisively to interpret direction and scope variation from project data
- Set and own client communication standards, adding value to the relationship through collaboration, providing assurance on all aspects of the project as required
- Maintain relationships with existing and potential clients
- Support the Production Management team to maintain and communicate show schedules, ensuring the delivery roadmap is clear, adjusting as the project evolves
- Create mitigation strategies to reduce risk, impact, severity and reoccurrence of issues, and
- Manage and mentor Production Management team members, cultivating an environment of professionalism and accountability.

Skills, qualifications and experience: The skills, qualifications and experience for the occupation of Digital Producer are as per **DAMA Occupation List**.

Digital Production Manager (Equivalent to ANZSCO Skill Level 1)

Description:

The Digital Production Manager is responsible for managing artists, schedules, and daily tasks, working in conjunction with Digital Producers and Digital Supervisors.

Tasks may include:

- Work as part of the VFX production team to implement viable VFX solutions
- Communicate with Digital Producers, Digital Supervisor, supervisors, creative and technical leads regarding directives and production requirements of specific projects
- Develop project plans and schedules for the production team based on budgets.
- Work with supervisors to ensure deadlines are met
- Support/work with the Digital Producer to create master and delivery schedules for projects
- Oversee the coordination of dailies and reviews, ensuring accurate notes are taken and production priorities are distributed and followed through
- Oversee outputs in order to meet client deliveries
- Provide clarity and direction from a mass of project data
- Create and maintain weekly status reports to track costs and shot progress, and
- Forecast and communicate any delays or overages, escalating any issues to the Digital Producer and/or management where required.

Skills, qualifications and experience: The skills, qualifications and experience for the occupation of Digital Production Manager are as per **DAMA Occupation List**.

Digital Supervisor (Equivalent to ANZSCO Skill Level 1)

Description:

The Digital Supervisor is responsible for the overall creative and technical direction of projects, including liaising with the creative leads on the production and with the client.

Tasks may include:

- Design and implement the creative direction of each project shot and sequence
- Set creative standards and ensure timely delivery
- Responsible for on-location/set VFX supervision
- Work closely with clients to ensure their vision is met
- Create and design digital visual effects of a technical standard and appropriate for our clients that is in line with current industry standards
- Take responsibility in conjunction with the senior executives, production managers, and producers for bidding and the financial running of projects.
- Work closely with the producer to ensure an accurate production schedule is set up and maintained
- Maintain relationships with existing and potential clients
- Work closely with all departments on pipeline improvement and development
- Work out project elements, technical and R&D requirements for each project/show
- Daily review of assets and work in progress
- Show expertise in setting up complex pipelines, and
- Play an active role in shoot production and lead teams by example.

Skills, qualifications and experience: The skills, qualifications and experience for the occupation of Digital Supervisor are as per **DAMA Occupation List**.

Senior Digital Artist (Equivalent to ANZSCO Skill Level 1)

Description:

Senior Digital Artists cover a range of senior visual effects specialists, designers and digital artists who plan, design, develop and create a wide range of digital assets and imagery using software and hardware. Images created by Senior Digital Artists may be realistic, magical or stylised, and can be used in film, television, video on demand, video games, mobile platforms and other entertainment industries. Work created by a Senior Digital Artist can be used in multiple ways; in isolation, or mixed with other digitally created images, or be augmented against live action images, in feature film, television series, television commercials, music videos, digital installations, augmented and virtual reality, video games, holographic or other forms of visual media. Senior Digital Artists are instrumental in delivering digital assets and digital art to clients and stakeholders. They achieve success by managing a number of specialised Digital Artists across a range of disciplines or are considered a specialist in their field. A Senior Digital Artist is highly skilled in creating complex digital work and rapid prototyping. They must communicate clearly, act decisively and be technically and artistically proficient. They will likely be knowledgeable in scheduling, budgeting resourcing, people and client management. They can hold positions including, VFX Supervisor, CG Supervisor, or have "Senior", "Lead", "Manager" or "Head of Department", incorporated into their position description or title.

Tasks may include:

- determining visual objectives, setting milestones, overseeing resources, realising briefs and consulting with internal and external clients and stakeholders
- providing leadership, support and mentoring to digital artists
- completing highly complex technical and creative digital work
- creating mock-ups, visualisations and proof of concept art and image sequences
- defining user interactions, narrative, visual aesthetic, game and environment design, AI and system integration
- creating visualisations by determining camera positioning, layout, movement, timing and look of images, relative to any filmed or created environment or performance
- using computer software to model, texture, light, render, rig, animate and simulate digital assets to a brief, by matching performance or adjusting key features and detail as required
- creating digital environments, creatures, characters and humanistic performances ranging in aesthetic style from cartoon to photorealistic
- simulating magical and natural phenomena, such as effects, fire, fractals, plasma, smoke, water, dust, powder, clouds, mist, steam, lighting, destruction, and other environmental phenomena
- compositing or incorporating multiple digital elements and assets into one final image, image sequence or scene into final product, and
- producing and production management of digital images and asset creation from concept and brief, through to client delivery.

Skills, qualifications and experience: The skills, qualifications and experience for the occupation of Senior Digital Artist are as per **DAMA Occupation List**.

Occupation Profiles – South Australian Regional DAMA

Apiary Supervisor (Equivalent to ANZSCO Skill Level 3)

Role Description:

Supervises apiaries to produce honey, queen bee pollen, beeswax and royal jelly, breed queen bees and pollinate crops.

The position involves some or all of the following tasks.

Tasks:

- Installing and maintaining hives
- Monitoring health of bees and treat health problems with natural or chemical methods, or a combination of both
- Operating smoker and other safety equipment
- Undertake queen replacement
- Practising swarm management techniques
- Undertake honey harvesting, including uncapping and extraction methods.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Aquaculture Deckhand or Farmhand (Equivalent to ANZSCO Skill Level 4)

The position involves some or all of the following tasks.

Tasks:

- Maintenance of aquaculture systems, plant and equipment such as recirculation systems, vessels, tanks, pumps, filters, pens and cages.
- Water quality monitoring and reporting
- Detailed record keeping and administration
- Cleaning equipment maintenance of pumps, filters and aquaculture plant and equipment
- Maintain stores and supplies
- Net mending, rigging and rope tying
- Feeding and fish health assessment
- Moving and grading of fish
- Harvesting fish.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Aquaculture Process Worker (Equivalent to ANZSCO Skill Level 4)

Role Description:

Prepare and process fish for frozen or fresh markets.

The position involves some or all of the following tasks

Tasks:

- Operating forklift
- Operating scales and entering data
- Operating winch and other processing machinery
- Operating air gun
- Use equipment and machinery to butcher and cut fish for the fresh or frozen market
- Use equipment and machinery to fin, trim and clean fish
- Operating blast freezer
- Undertaking quality control
- Loading cartons, stillages, and cargo containers.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per

DAMA Occupation List.

Aquaculture Processing Supervisor (Equivalent to ANZSCO Skill Level 3)

Role Description:

Supervising the preparation and processing of fish for frozen and fresh Markets.

The position involves some or all of the following tasks.

Tasks:

- Supervising the safe operation of processing machinery and equipment including forklift, scales, winch, air gun and blast freezer
- Supervising the butcher and preparation of fish for the fresh or frozen market
- Undertaking safety inspections and quality control
- Supervising staff, workloads and rosters
- Overseeing the loading procedures.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Automotive Transmission Technician (Equivalent to ANZSCO Skill Level 3)

Role Description:

Undertakes auto transmission diagnosis, repairs and reconditioning. The position involves some or all of the following tasks.

Tasks:

- Diagnostic checks / scans
- Road test vehicle both before and after the service, paying particular attention to shift quality, correct neutral start switch operation, kick down operation
- Inspection of the driveline, including universal joints
- Remove the transmission pan and inspect for any excess debris
- Replace filter to meet manufacturers specifications
- Replace pan gasket and any service related gaskets
- Check & adjust band(s), where applicable
- Relace transmission fluid
- Install transmission coolers
- Recondition torque converters
- Recondition valve body
- Replace CVT start-up clutch

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Care Supervisor (Equivalent to ANZSCO Skill Level 3)

Role Description:

Care Supervisors in residential facilities undertake work related to maintaining an individual's wellbeing through personal care and/or other activities of living and may provide services to individuals with complex needs, and/or work with groups of older people. Duties include supervising aged, disability and personal care workers and may include training and support to promote independence and community participation.

The position involves some or all of the following tasks.

Tasks:

- Coordinate services for older people
- Supervise aged and disability care workers and personal care workers.
- Implement interventions with older people at risk
- Facilitate individual service planning and delivery
- Manage legal and ethical compliance
- Deliver care services using a palliative approach
- Develop and maintain networks and collaborative partnerships
- Coordinate client directed services
- Manage partnership agreements with services providers.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Civil Construction Site Supervisor (Equivalent to ANZSCO Skill Level 2)

Role Description:

A skilled position which is responsible for the coordination and supervisions of all aspects of civil construction and infrastructure site operation. The position involves some or all of the following tasks.

Tasks:

- Monitor daily output for cost effectiveness
- Co-ordination and control of site operation in conjunction with the Project Manager
- Ensure project program is achieved or surpassed
- Preparation of daily diary and time sheets
- Implementation of inspection and test plans
- Implementation of project management plans, associated site-specific risk analysis and project WHS&E requirements
- Induct all workers before starting on site
- Attend and organise site/staff meetings as required, in accordance with occupational, health and safety policies and company procedures.
- Ensure that contractors and their employees comply with the project safety plan and procedures, through review and management of subcontractor WHS&E documents
- Participate in regular safety audits and undertake weekly safety inspections
- Programming and setting-out the plant and manpower required to meet project outcomes each day
- Organise survey and set-out
- Cross-reference site survey with construction drawings and specifications prior to and during work
- Ensure that all lasers levels, etc are correctly set up (line, level and grade)
- Ensure lasers and levels are calibrated
- Check that all relevant work is carried out in accordance with the drawing specifications, codes and requirements of the relevant authorities
- To undertake any physical work as part of the manpower resource for the project
- To ensure adequate material are on site ahead of time to undertake works and coordinate with the Project Manager for specific requirements to pre-plan materials on site
- Ensure the Procurement Manager is provided with sufficient notice for delivery of materials
- Ensure that the Construction Manager is provided with sufficient notice when plant and equipment is free to go to another site
- To ensure all materials are delivered to site are checked and signed for and all delivery dockets are kept and recorded on the daily diary work sheets.
- To keep a daily record of all site activities, deliveries, plant movement, manpower, weather conditions, variations and site inductions, in daily diary
- To check and certify all staff timecards and ensure that they are correctly signed by the employee
- To ensure that plant operators undertake the service requirement for each item of plant under their control and notify plant manager of any service/repair

requirements

- Ensure that site and plant on site is secure each night and that plant and equipment is securely locked in container as required
- Notify Project Manager of daily activities, particularly inspections. Investigate and report incidents/accidents to the Project Manager immediately as they occur on site.
- Keep inspection and test plans up to date and ensure clients and the office are informed of our current status
- Conduct site safety and environmental inspections and record on appropriate form
- To ensure all staff on site are qualified to operate machinery by checking all operators' tickets, licences, and white cards during the site induction.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Civil Construction Tradeworker (Equivalent to ANZSCO Skill Level 3)

Role Description:

A skilled position which can be responsible for aspects of civil construction and infrastructure projects, including operating and maintaining plant machinery, overseeing and implementing pipe-laying, managing traffic control operations, and coordinating site personnel and subcontractors.

The position involves some or all of the following tasks.

Tasks:

Operate plant machinery as directed on site in a safe and productive manner.

Daily maintenance and cleaning of plant.

- Lead the laying of pipes for storm or sanitation sewers, drains and water mains.
- Responsible for setting up, managing and removing temporary traffic control schemes
- Supervision and coordination of site personnel and subcontractors, the reporting of all relevant site activities and managing the quality of work performed.
- Implement and follow WHS&E policies and procedures
- Implement and follow SWMS/ SOP/ SWP as required by company.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Cold Store Manager (Equivalent to ANZSCO Skill Level 2)

Role Description:

Manages all aspects of the cold storage facility and cold storage operations. The position involves some or all of the following tasks.

Tasks:

- Managing the cooling systems to maintain correct perishable food temperatures
- Overseeing the appropriate stacking and packing of produce
- Implement WHS & GMP procedures
- Managing and supervising Cold Storage Operators
- Overseeing record keeping for cold store produce including cold chain data
- Ensuring stock is prepared and ready for despatch.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Cold Store Operator (Equivalent to ANZSCO Skill Level 4)

Role Description:

The Cold Store Operator handles horticulture product in the cool rooms. This involves storing product for rapid despatch and maintaining records in line with the quality system and customer requirements.

The position involves some or all of the following tasks.

Tasks:

- Stacking products in cold stores with appropriate pallet spacing and labelling
- Organising stock for despatch times
- Working in a cold storage environment
- Accurately packing stock
- Product Picking in a chiller environment
- Repetitive Manual Handling.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Computerised Numerical Control (CNC) Machinist (Equivalent to ANZSCO Skill Level 3)

Role Description:

Set up and operate a variety of Computer Numerically Controlled (CNC) machine tools to cut, drill and finish components to produce precision parts and instruments used in engineering and manufacturing.

The position involves some or all of the following tasks.

Tasks:

- Inspect CNC machinery is in good working condition before setting up
- Configure machinery to successfully conduct the run as specified
- Conduct all programming as required
- Examine the first article produced to ensure quality
- Manage the run throughout the cycle, checking that specifications are met
- Perform all necessary machine maintenance and usage
- Strict adherence to safety standards
- Report safety issues to management immediately
- Keep all work areas clean and organized
- Strive to meet quotas without compromising quality
- Attend all safety and production training

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Computerised Numerical Control (CNC) Operator (Equivalent to ANZSCO Skill Level 4)

Role Description:

Assist in the set up and operation of CNC machines and equipment, including unload raw materials, prepare a test run to ensure a machine is working properly and inspect and measure finished products to ensure they meet requirements.

The position involves some or all of the following tasks.

Tasks:

- Load and unload raw materials and equipment
- Set up and calibrate accessories and equipment
- Keep detailed records for equipment and procedures
- Perform necessary maintenance and cleaning on equipment
- Supervise machines as they run and make adjustments as needed
- Inspect finished product to ensure it meets required specifications
- Abide by company safety guidelines.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Cook (Ethnic Cuisine) (Equivalent to ANZSCO Skill Level 3)

Role Description:

The preparation and cooking of traditional ethno-specific food in dining and catering establishments.

The position involves some or all of the following tasks.

Tasks:

- Examining foodstuffs to ensure quality
- Regulating temperatures of ovens, grills and other cooking equipment
- Preparing and cooking ethno-specific food in accordance with traditional methods specific to a region or culture
- Seasoning food during cooking
- Portioning food, placing it on plates
- Storing food in temperature-controlled facilities
- Preparing food to meet special dietary requirements
- Plan menus and estimate food requirements.
- Train other kitchen staff and apprentices in ethno-specific cooking methods and techniques.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Dairy Cattle Farm Operator (Equivalent to ANZSCO Skill Level 4)

Role Description:

Performs farming operations to breed and raise dairy cattle. Performs milking operations The position involves some or all of the following tasks.

Tasks:

- Implement all aspects of milk production processes.
- implement reproductive programs, including artificial insemination and herd fertility management, detection of oestrous and pregnancy
- assist in controlled breeding experiments to develop improved livestock strains
- implement calving procedures, including the ability to physically conduct unsupervised internal assessments to minimise the incidence of still births or injuries to cow or calf
- plan and manage pastures and crops for livestock production and develop livestock feeding plans
- implement animal health programs, handle sick or injured animals and maintain an optimal environment for the wellbeing of livestock consistent with the Australian Animal Welfare Standards and Guidelines – Cattle
- operate milking plant and equipment in a safe manner, undertake multiple functions including reading and recording instrument information for example, milk vat temperatures and cow numbers and matching cow ID to calves to produce a quality milk outcome
- operate a dairy recycling system
- calf feeding, including tubing colostrum
- assisting with and/or performing irrigation works
- inspect livestock to gauge the effectiveness of feed formulae
- transport, handle and store chemicals; prepare and apply chemicals
- operate farm and dairy shed-related vehicles, plant and equipment
- identify and report equipment not operating normally; maintenance of plant and machinery
- where appropriately qualified, perform maintenance works on sheds, fixtures and fittings, fences and surrounds and install new or replacement equipment or fittings
- transport stock, feed and equipment, if appropriately licensed
- maintain records to ensure accurate information for stock and inventory control
- ensure food safety regulatory requirements are met
- contribute to and implement OHS requirements
- operate computer equipment and software packages requiring set-up and basic function operation
- implement the response to emergencies for both occupational health and safety emergencies and animal welfare emergencies
- participate in enterprise/industry training sessions and workshops as required.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Dance Instructor (Equivalent to ANZSCO Skill Level 3)

Role Description:

Teaches partner dancing to adults in a social dance community. The position involves some or all of the following tasks.

Tasks:

- designing individual dance programs based on assessment of the member's age, level of fitness, goals and abilities
- delivering private dance classes to individuals
- delivering private dance classes to couples whilst managing skill disparities
- delivering group dance classes in a safe, entertaining and creative manner catering to a wide range of different abilities in the same class
- promoting and selling dance studio's services
- managing dance lesson bookings and scheduling
- following up with clients and ensuring satisfaction with lessons and resolving any problems
- assisting members management of social and emotional problems
- providing reports on members' progress to relevant care givers and/or medical professionals.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Dance Studio Manager (Equivalent to ANZSCO Skill Level 2)

Role Description:

Organise and control the operations of a Dance Studio. The position involves some or all of the following tasks.

Tasks:

- selecting, training and/or supervising a team of dance teachers
- promoting and selling dance studio goods and services
- conferring with customers to assess their satisfaction with their experience at the dance studio and resolving any problems
- making stock purchases, maintaining records of stock levels and financial transactions for all products stocked at the dance studio
- preparing and processing documentation related to accounts payable and receivable
- quoting prices and liaising with prospective clients for special events
- organising events by working with various stakeholders to deliver events within scope and budget
- taking lesson bookings and welcoming students to the studio
- may conduct dance lessons

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Electrical Motor Repairer or Winder (Equivalent to ANZSCO Skill Level 3)

Role Description:

Electrical Motor Repairer or Winder rewind AC and DC stators, rotors, armatures, transformers and magnetic coils, repair and overhaul AC and DC electric motors, generators and related equipment.

Tasks:

The position involves some or all of the following tasks.

- Obtaining winding data from the original windings
- Making coils using a coil winding machine
- Rewinding of AC and DC stators, rotors, armatures, coils, and related equipment including internal connections
- Varnishing and baking of rewound items
- Performing final testing (static electrical testing) of the rewound items
- Dismantling and assessment of AC and DC electric motors, alternators/generators and related equipment including mechanical measurements and static electrical testing of the windings and the stator core
- Assembling of the AC and DC motors, alternators/generators and related equipment including final run testing.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Forestry and Harvesting Machine Operator (Equivalent to ANZSCO Skill Level 4)

Role Description:

Operates machinery to support forestry and harvesting operations. The position involves some or all of the following tasks.

Tasks:

- Operate tree harvesters to fell trees, shear tree limbs off, and cut trees into desired lengths.
- Operate skidders or forwarders, which drag or transport logs to a loading area
- Operate chainsaws, tractors, graders and other logging machinery.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Hospitality Supervisor (Equivalent to ANZSCO Skill Level 3)

Role Description:

Supervising hospitality, customer service and related retail functions. The role can occur in the following hospitality settings where there may be a combination of hospitality and retail activities, including bars, cafes, restaurants, pubs, hotels (and hotel bottle shops), cellar door, brewery and distillery front-of-house, electronic gaming machine room, roadhouse, tourism operations, and food and beverage production front-of-house (i.e. agritourism operators).

The position involves some or all of the following tasks.

Tasks:

- Recruiting, inducting and training staff for roles such as food and beverage attendance, related retail and gaming.
- Determining work requirements and allocating duties and supervising staff
- Practising proper workplace health and safety procedures
- Responsibility for ensuring a high level of customer service
- Comply with relevant regulations
- Maintain current Responsible Service of Alcohol (RSA) qualification
- Holding keys for the security of gaming, bar and stock areas
- Entry/supervision of entries in accounting records required to be kept and maintained under the relevant Act
- Responsibility for gaming conduct and activities
- Arranging of remedial repairs to gaming equipment
- Maintain stock control
- Taking inventory of goods for sale and ordering new stock
- Ensuring that goods and services are correctly priced and displayed.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Hospitality worker (Equivalent to ANZSCO Skill Level 4)

Role Description:

Undertaking hospitality, customer service and related retail functions. The role can occur in the following hospitality settings where there may be a combination of hospitality and retail activities, including bars, cafes, restaurants, pubs, hotels (and hotel bottle shop), cellar door, brewery and distillery front-of-house, electronic gaming machine room, roadhouse, tourism operations, and food and beverage production front-of-house (ie agritourism operators).

The position involves some or all of the following tasks.

Tasks:

- general customer service
- taking reservations, greeting and seating guests, and presenting them with menus and beverage lists
- setting and arranging tables
- taking food and beverage orders
- serving food and beverages
- may recommend wine and drinks to complement food
- opening bottles and pouring beverages
- conducting wine, beer, and spirit tastings
- undertaking food and beverage tours
- preparing, serving and selling cocktails, mixed drinks, bottled, canned and other alcoholic and non-alcoholic beverages, and a variety of coffee beverages such as lattes, cappuccinos and other espresso-based beverages
- selecting and grinding coffee
- clearing bars and tables and returning dishes, glasses and cutlery to kitchen
- removing empty bottles and used glasses from tables and bars
- cleaning and maintaining bar service areas, coffee-making areas and espresso machines
- washing glassware and arranging bottles and glasses
- tapping kegs and attaching supply lines, replenishing drink dispensers, shelves and refrigerators
- attendance/operation of a gaming machine terminal
- collecting payments for sales and operating EFTPOS and cash registers
- promoting services and products
- stacking and displaying goods for sale
- preparing displays and presenting stock, including specials
- sell products and services in the context of the workplace, i.e. hotel bottle shop, hotel over the counter sales, cellar door, gifts and products association with tourism/agritourism operation, roadhouse
- practising proper workplace health and safety procedures
- comply with relevant regulations
- maintain current Responsible Service of Alcohol (RSA) qualification.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Irrigation Technician (Equivalent to ANZSCO Skill Level 3)

Role Description:

To oversee and operate the implementation of irrigation systems. The position involves some or all of the following tasks.

Tasks:

- Determine hydraulic parameters for an irrigation system
- Implement an irrigation-related program
- Schedule irrigation
- Select and manage pumping systems for irrigation
- Interpret and apply irrigation designs
- Supervise irrigation system installations
- Supervise irrigation maintenance.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Log Truck Driver (Equivalent to ANZSCO Skill Level 3)

Role Description:

Drives a heavy truck, requiring a specially endorsed class of licence, to transport logs and wood products.

The position involves some or all of the following tasks.

Tasks:

- manoeuvring vehicles into position for loading and unloading
- loading and unloading vehicles using lifting and tipping devices
- observing safety requirements when loading and unloading vehicles
- making regular quality checks of vehicles to ensure they can be driven safely
- estimating weights to comply with load limitations and ensuring safe distribution of weight
- ensuring goods are stowed and securely covered to prevent loss and damage
- verifying loading documents, checking condition of goods and obtaining certification of deliveries.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Poultry Farm Supervisor (Equivalent to ANZSCO Skill Level 3)

Role Description:

Poultry Farm Supervisors are responsible for supporting the Farm Manager in the care and husbandry of chickens in compliance with processor guidelines, the day to day running of the site, checking and monitoring the welfare of the birds, ensuring that the controlled environment is correctly set and the general maintenance and upkeep of the farm including updating farm documentation.

The position involves some or all of the following tasks.

Tasks:

- When supervising ensure that when there is livestock on site that the site is attended at all times by a qualified member of staff.
- When supervising ensure that there is adequate staff available at all times.
- When supervising ensure that the staff employed to work on the site are adequately trained in all aspects of the work involved and have the appropriate equipment required to carry out the work involved in each task.
- Undertake specific tasks assigned by management to ensure that the environment is suitable, quality is maintained, and safety goals are met.
- Monitor animal health.
- Remove mortalities.
- Monitor and adjust the controlled environment systems.
- Record data, i.e. bird weights, mortalities, feed on hand and gas levels.
- Supervise feed ordering and delivery systems to ensure that the right type of feed is delivered at the right time.
- Take readings of the gas tanks and use these readings to reorder gas and ensure that the gas level is maintained at a level agreed to by management.
- Reorder supplies.
- Update copies of receipts as requested by Management.
- Supervise, operate and maintain machinery.
- Help oversee the implementation of preventable maintenance programs to reduce downtime.
- Operate a computer, i.e. use shed software and fill in spreadsheets.
- When supervising ensure that Biosecurity Levels are maintained as directed by Management.
- Adjust the controlled environment in preparation for delivery or catching of birds.
- Setup sheds ready for placement and follow all placement procedures.
- Participate in company/industry training sessions and workshops as required.
- Adhere to all company procedures, Bio-security procedures, FREPA Regulations (for free-range sites), RSPCA Regulations (for RSPCA approved sites), and AW Regulations.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Poultry Stockperson (Equivalent to ANZSCO Skill Level 4)

Role Description:

Poultry Stockperson is responsible for assisting in the day to day operations of the farm, providing care and husbandry.

The position involves some or all of the following tasks.

Tasks:

- Cull all runts and remove all mortalities from the sheds and place these mortalities in the designated storage area. Report daily mortalities to the Farm Manager.
- Check all drinker lines and feeder pans ensuring that they are full and that there is no spillage.
- Perform all checks and tasks indicated on the shed checklist before leaving each shed.
- Sweep out control rooms and refresh footbaths when required.
- Setup sheds ready for placement and assist in the placement of day-old chickens as instructed by the Farm Manager.
- Assist in the Catching operations as instructed by the Farm Manager.
- Responsible for carrying out maintenance as instructed by the Farm Manager.
- Responsible for carrying out General Housekeeping and Ground Maintenance as instructed by the Farm Manager.
- Perform the Rodent Baiting Program as instructed by the Farm Manager.
- Perform silo readings as instructed by the Farm Manager.
- Operate machinery and farm equipment as required, such as tractors, forklifts, ride-on mowers and rotary hoes etc
- Adhere to all company procedures, Bio-security procedures, FREPA Regulations (for free-range sites), RSPCA Regulations (for RSPCA approved sites), and AW Regulations.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Production Horticulturalist (Equivalent to ANZSCO Skill Level 3)

Role Description:

The position involves propagating and cultivating or growing of plants in a production horticulture environment. The work can be undertaken in either an indoor facility or shed, or outdoor farm setting, or both. The work involves a variety of activities involving plant nursery propagation, cultivation, irrigation and growing of vegetables, fruits, berries, nuts and other crops.

The position involves some or all of the following tasks

Tasks:

- Order seed, fertilizer and chemicals
- Select seeds based on weather and soil conditions and yield
- Prepare growing media and suitable trays, pots and containers
- Manage the propagation and planting operation
- Maintain sufficient stocks of plant foods and fertilizers
- Undertake transport and logistics for delivery of sales stock
- Ensure relevant equipment is maintained
- Maintain good plant health and manage disease
- Manage biosecurity risks
- Implement irrigation of crops
- Sample and interpret soil conditions and compost
- Provide advice on plant and seed varieties
- Maintain soil, hydroponic, plant, treatment and yield records.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Production Horticultural Supervisor (Equivalent to ANZSCO Skill Level 2)

Role Description:

The position involves overseeing and undertaking the cultivation, growing and maintenance of vegetables, fruits, berries, nuts, and other crops. The work can be undertaken in either an indoor facility or shed, or outdoor farm setting, or both. The Production Horticultural Supervisor is involved in overseeing of all of the associated production processes.

The position involves some or all of the following tasks:

Tasks:

- Order seed, fertilizer and chemicals
- Manage the planting operation
- Manage the irrigation requirements
- Ensure appropriate fertilizers and plant nutrition requirements are met
- Implement appropriate pesticide and weedicide programs
- Recruit and coordinate the farm or production horticulture workforce
- Oversee harvest operations and relevant transport and sales operations
- Ensure all farm equipment is maintained and in service
- Ensure all buildings, sheds, equipment and facilities are maintained to appropriate health standards and a quality focused operation
- Plan activities to minimise environmental impact and monitor environmental effects of farming and production horticulture operations.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Production Operator (Equivalent to ANZSCO Skill Level 4)

Role Description:

Operates machinery and equipment to assist with the assembling, manufacturing, processing, packaging and quality assurance of items along a production line. The position involves some or all of the following tasks.

Tasks:

- Operating production machinery, including calibrating equipment to monitoring gauges, making adjustments as required
- Set up cleaning and maintenance schedules to prevent problems by keeping machines in good working order
- Inspect finished products, take samples and undertake product quality control
- Prepare products for dispatch.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Production Supervisor (Equivalent to ANZSCO Skill Level 3)

Role Description:

Responsible for overseeing and organizing the equipment, staff, and processes on a production floor. Oversee scheduling and routine production activities as well as acting as first-line troubleshooting should problems arise.

The position involves some or all of the following tasks.

Tasks:

- Overseeing the operation of production machinery
- Overseeing the set up cleaning and maintenance schedules for machinery and equipment
- Overseeing product inspection and product quality control.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Rose Budder (Equivalent to ANZSCO Skill Level 4)

Role Description:

Grafts specific varieties of roses on planted rootstock, at least 3,000-4,000 plants each day. The position involves some or all of the following tasks.

Tasks:

- Budding/grafting rose plants
- Checking stock levels and inspecting rootstock for disease.
- Meet budding/grafting targets as determined by management.
- Maintain records of roses budded /grafted in specified format and report to management.
- Liaising with owners/managers of the Nursery.
- Cutting rootstock in autumn and de-eyeing each individual stick that will be planted.
- Planting rootstock (on which they'll graft the new varieties in summer) in wintertime for the following budding season.
- Checking the quality of the growing rootstock and making sure it'll be good material for the approaching budding season.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Senior Dairy Cattle Farm Worker (Equivalent to ANZSCO Skill Level 3)

Role Description:

Coordinates and performs farming operations to breed and raise dairy cattle. Coordinates and performs milking operations.

The position involves some or all of the following tasks.

Tasks:

- plan all aspects of milk production processes including management and coordination of milking shed routines
- coordinate and implement reproductive programs, including artificial insemination and herd fertility management, detection of oestrous and pregnancy
- assist in controlled breeding experiments to develop improved livestock strains
- implement calving procedures, including the ability to physically conduct unsupervised internal assessments to minimise the incidence of still births or injuries to cow or calf
- plan and manage pastures and crops for livestock production and develop livestock feeding plans
- analyse produce to set and maintain standards of quality
- supervise animal health programs, handle sick or injured animals and maintain an optimal environment for the wellbeing of livestock consistent with the Australian Animal Welfare Standards and Guidelines – Cattle
- supervise work routines and staff performance of less experienced employees such as an assistant farmhand
- implement and monitor quality assurance procedures, ensuring compliance and that all relevant documentation is kept current
- operate milking plant and equipment in a safe manner, undertake multiple functions including reading and recording instrument information for example, milk vat temperatures and cow numbers and matching cow ID to calves to produce a quality milk outcome
- operate a dairy recycling system
- calf feeding, including tubing colostrum
- assisting with and/or performing irrigation works
- inspect livestock to gauge the effectiveness of feed formulae
- transport, handle and store chemicals; prepare and apply chemicals
- operate farm and dairy shed-related vehicles, plant and equipment
- identify and report equipment not operating normally; maintenance of plant and machinery
- where appropriately qualified, perform maintenance works on sheds, fixtures and fittings, fences and surrounds and install new or replacement equipment or fittings
- transport stock, feed and equipment, if appropriately licensed
- maintain records to ensure accurate information for stock and inventory control
- ensure food safety regulatory requirements are met
- contribute to and implement OHS requirements
- operate computer equipment and software packages requiring set-up and basic function operation

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- coordinate the response to emergencies for both occupational health and safety emergencies and animal welfare emergencies
- participate in enterprise/industry training sessions and workshops as required.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Senior Piggery Stockperson (Equivalent to ANZSCO Skill Level 3)

Role Description:

Coordinates and performs farming operations to breed and raise pigs for pork production, including managing nutritionally balanced feeding operations, monitoring growth, performing artificial insemination, monitoring animal health and animal behaviour.

The position involves some or all of the following tasks.

Tasks:

- supervise the site and facilities in terms of the required human resources, physical resources, safety requirements, consumables, documentation and measurement devices
- provide overall maintenance and compliance of the Company Quality Assurance program for the site ensuring that all relevant documentation is kept current
- supervise data collection and recording so information is accurate to aid stock and inventory control
- undertake specific tasks assigned by management to ensure that environmental, quality and safety goals are met
- implement preventable maintenance programs to reduce planned and unplanned down time
- supervise trial sheds, collect and record data in accordance with trial protocols
- select breeding stock and/or pigs for sale
- supervise and participate in daily inspection of livestock, such that the animals are appropriately fed, watered, environmental parameters are fulfilled. The senior stockperson (piggery) in this case would work with and supervise a less experienced stockperson
- supervise and participate in daily inspection of livestock, ensuring compromised animals are individually assessed, identified, treated and record in accordance with the Company Herd Health Plan and the industry's Model Code of Practice
- euthanise sick or injured stock in a humane manner and in accordance with the Model Code of Practice for Animal Welfare – Pigs 3rd edition
- conduct post-mortem examinations of deceased stock and report findings
- collect boar semen at an artificial insemination laboratory
- undertake processing duties within the artificial insemination laboratory
- supervise and manage the mating of animals via individually supervised mating or through artificial insemination
- supervise the birthing process, including the ability to physically conduct unsupervised internal assessments of females during parturition to minimise this incidence of still births
- participate in company/industry training sessions and workshops as required.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Skilled Horticultural Worker (Equivalent to ANZSCO Skill Level 4)

Role Description:

Undertakes propagation, cultivation, harvest and processing of crops in a production horticulture environment. The work is not seasonal and can be undertaken all year round. The work can be undertaken in either an indoor facility or outdoor farm setting or vineyard, or both.

The position involves some or all of the following tasks.

Tasks:

- Prepare growing media and suitable trays, pots and containers
- Undertake the propagation, planting and pruning operations
- Prepare and apply pesticide and weedicide to crops
- Undertake irrigation, fertigation and fumigation activities
- Maintain soil, hydroponic, plant, treatment and yield records
- Undertake transport and logistics tasks for delivery of sales stock
- Operate horticultural machinery and equipment to clear and cultivate land, sow and harvest crops, process and pack crops.
- Ensure relevant equipment and machinery is maintained.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Sommelier (Equivalent to ANZSCO Skill Level 3)

Role Description:

Manage the wine selection and service in restaurants, wine bars, cafés and Hotels.

The position involves some or all of the following tasks.

Tasks:

- requiring extensive knowledge of wine
- procuring, storing, and rotating wine stores
- development of wine lists
- taking orders and relaying them bar staff
- training other service staff on wine list
- opening bottles and pouring beverages
- working with chef/cook to pair food with wine
- analysing taste preference and budget parameters of patrons
- removing empty bottles and used glasses from tables, and refilling and replacing glasses.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Start-up Worker (Digital) (Equivalent to ANZSCO Skill Level 2)

Role Description:

Works in a small, innovative business predominantly in technical digital tasks, including UI/UX, software programming and/or developing, including broad range of tasks specific to building and commercialising small-or-micro businesses.

The position involves some or all of the following tasks.

Tasks:

- consulting with users and programmers to design improvements to the functionality of websites, apps and systems
- researching, consulting, analysing and evaluating system program needs
- testing, debugging, diagnosing and correcting errors and faults in an applications programming language within established testing protocols, guidelines and quality standards to ensure programs and applications including technical security controls perform to specification
- writing and maintaining program code to meet system requirements, system designs and technical specifications in accordance with quality accredited standards
- providing advice, guidance and expertise in developing proposals and strategies for software design activities such as financial evaluation and costings for recommending software purchases and upgrades
- identification and mitigation of risks that may affect the performance and security throughout the lifecycle of the product.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Vineyard Manager (Equivalent to ANZSCO Skill Level 2)

Role Description:

Site Manager or a Senior Viticulturalist or Area / Regional Vineyard Manager, Winemaker or Senior Company Manager.

The position involves some or all of the following tasks.

Tasks:

- Responsible for managing the production, maintenance and harvest of vineyards: including weed management, pest and disease control, irrigation, nursery operations, and research
- Acts as liaison representative, including liaising with viticulturalists, winemakers, regulatory authorities and other relevant stakeholders
- Organises logistics, transport and deliveries of grape crops
- Assist in achieving profitable levels of production
- Manages reporting and compliance responsibilities, including WH&S.
- Quality control management
- Planning the resource scheduling
- Budget management and reporting
- Management of employees.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Vineyard Supervisor (Equivalent to ANZSCO Skill Level 3)

Role Description:

Supervises aspects of vineyard operations, including maintenance, pruning harvest operations and disease and pest monitoring.

The position involves some or all of the following tasks.

Tasks:

- Supervising vineyard operations including pruning and vine renovation, tractor and machinery operations, harvest operations, maintenance and repair, irrigation, trellis, equipment, fencing and buildings and disease and pest monitoring.
- Assists manager in the organisation and supervision of daily activities.
- Supervises employees, allocates tasks and instructions.
- Responsible for induction of new employees and training of vineyard staff.
- Ensures assets including plant and equipment are kept secure and in good order and repair.
- Undertakes records management.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Welding Engineer (Equivalent to ANZSCO Skill Level 1)

Role Description:

Comprehensively manage highly complex welding and welding-related processes and activities. Demonstrate advanced knowledge and critical understanding of welding technology application.

The position involves some or all of the following tasks.

Tasks:

- Overall responsibility for coordination of all welding and welding-related activities including defining the tasks of welding-related personnel
- Verify that the organisation complies with all relevant quality considerations related to production with overall responsibility for the quality of welding and welding-related activities, quality control and quality assurance
- Verify/monitor welding procedures through application of an in-depth knowledge of welding processes and materials
- Monitor welding procedure qualification
- Develop and/or review NDT procedures and interpret and/or apply the content of NDT reports
- Apply in-depth knowledge of relevant standards, materials and metallurgy, weld-joint design, corrosion, welding processes, fracture mechanics, non-destructive testing
- Sign on behalf of the organisation in welding quality related matters e.g. goods release for despatch, inspection sign-off, accepting technical welding requirements, and/or verifying that the organisation has complied with all relevant quality considerations in the production of the product
- Conduct and/or review fitness for purpose assessments
- Troubleshooting and implementing highly specialised critical thinking and evaluation skills to develop the most suitable technical and economical solutions related to welding-related activities
- Provide in-depth technical support in highly specialised, complex and unpredictable welding-related matters.
- Work with welding supervisors to improve productivity and efficiency.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Welding Inspector (Equivalent to ANZSCO Skill Level 3)

Role Description:

Ensures welding work is without visual and structural defects, meets specification and is fit for purpose.

The position involves some or all of the following tasks.

Tasks:

- Verify appropriate procedures, materials and equipment are utilised in welded fabrication
- Verify that the organisation complies with all relevant quality considerations
- Interpret drawings and specifications
- Develop, implement and review quality control plans and inspection and test plans based on product standards, codes, specifications, drawings and regulatory requirements
- Witness procedure qualification tests and testing of specimens or test coupons
- Ensure qualified and approved welding procedures are implemented
- Verify WQPRs and WPSs and welder qualifications and approvals are compliant with applicable standards, codes and specifications
- Verify the compliance of post-weld heat treatment specifications against applicable standards, codes and specifications
- Verify the compliance of materials and consumables
- Responsible for acceptance of quality documents related to welding fabrication
- Make decisions based on quality documents (e.g. NDT, material testing, production testing etc.) according to relevant requirements
- Identify and verify NDT techniques required, interpret NDT reports
- Collate observations, checklists and results into comprehensive written reports ensuring traceability, detailing inspection stages, parameters, results and any corrective actions and/or quality issues.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Welding Specialist Supervisor (Equivalent to ANZSCO Skill Level 3)

Role Description:

Manage and supervise welding operations. Person with specialised and factual knowledge in the field of welding technology.

The position involves some or all of the following tasks.

Tasks:

- Manage and supervise common or standard welding applications and related professional activities
- Perform, supervise and/or oversee welding-related activities
- Design and plan the welding operation and implement the process according to the plan
- Devise and implement welding procedures
- Supervise the tasks of welding and related personnel
- Train welding-related personnel in operation of equipment
- Set up welding machines
- Procure welding equipment and consumables and ensure correct procedures are followed regarding set-up, usage and storage
- Responsible for the quality of welding and welding-related activities
- Sign on behalf of the organisation in welding quality related matters e.g. goods release for despatch, inspection sign-off, accepting technical welding requirements, and/or verifying that the organisation has complied with all relevant quality considerations in the production of the product
- Troubleshoot issues and provide technical support to staff
- Work with engineers to improve productivity and efficiency.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Welding Technologist (Equivalent to ANZSCO Skill Level 3)

Role Description:

Manage and/or oversee welding and welding-related processes and activities at a technical level. Detailed knowledge in the field of welding technology.

The position involves some or all of the following tasks.

Tasks:

- Responsible for coordination of all welding and welding-related activities including defining the tasks of welding-related personnel
- Verify that the organisation complies with all relevant quality considerations related to production with responsibility for the quality of welding and welding-related activities, quality control and quality assurance
- Verify/monitor welding procedures through application of knowledge of welding processes and materials
- Monitor welding procedure qualification
- Review NDT procedures and interpret and/or apply the content of NDT reports
- Apply knowledge of relevant standards, materials and metallurgy, weld-joint design, corrosion, welding processes, fracture mechanics, non-destructive testing
- Sign on behalf of the organisation in welding quality related matters e.g. goods release for despatch, inspection sign-off, accepting technical welding requirements, and/or verifying that the organisation has complied with all relevant quality considerations in the production of the product
- Troubleshooting and collaborating with engineers to develop the most suitable technical and economical solutions related to welding-related activities
- Provide technical support in low level complex welding-related matters
- Work with welding supervisors to improve productivity and efficiency.

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.

Winery Worker (Equivalent to ANZSCO Skill Level 4)

Role Description: Works in a winery undertaking operational duties needed to make, process and bottle wine. This may include bottling, packaging, warehouse operations and maintaining winery equipment.

The position involves some or all of the following tasks.

Tasks:

- operating machinery including Crushing and pressing grapes, wine transfer operations, crossflow filtration, de-stemmer operations, press operation, pump overs, and fermentation, alcoholising / de-alcoholising.
- cleaning equipment, pumps, hoses, storage tanks, vessels and floors, and
- maintaining infestation control programs
- calculating wine additions and additives.
- operating data collection and farm technology systems, including log sheets and cellar notes
- oak operations including stacking, unstacking and cleaning of barrels
- perform regulated activities such as Confined space tasks, Working at heights, or Forklift driving
- operating heating, chilling, freezing, pasteurising, sulphuring and desulphuring plant
- moving products from production lines into storage and shipping areas
- packaging and bottling products
- checking inventories and working within production schedules
- examining containers to ensure that they are filled, and recording quantities
- counting and checking the quality of incoming stock and reconciling it with requisitions, and updating inventory and stock location records
- performing work according to Standard Operating Procedures, quality processes and safety management systems

Skills, qualifications and experience:

The skills, qualifications and experience requirements for this non-ANZSCO occupation is as per **DAMA Occupation List**.