

POSITION TITLE	Vineyard Manager – Brooklands Estate	
DEPARTMENT	Yarra Valley Brooklands Vineyard	
REPORTS TO	Viticulturist/Vineyard Manager	
ROLES REPORTING DIRECT	Vineyard Supervisor, Vineyard Operators	
KEY RELATIONSHIPS	Viticulturist, vineyard staff & contractors, winemakers, growers	
PRIMARY OBJECTIVES		
<ul style="list-style-type: none"> To organise and oversee all daily activities and projects carried out on the property by DBW staff and independent contractors Monitor vine health and report on pest/disease issues, fruit quality and yields Assist winemakers in liaising with key growers throughout the season Provide administrative support to the Viticulturist 		
MAJOR RESPONSIBILITIES		
KEY RESULT AREAS	SPECIFIC ACTIVITIES	MEASURES
Management	<ul style="list-style-type: none"> Oversee that all staff and contractors are completing daily work activities Ensure that all work is done in an efficient manner and meets the required standard Train and further develop staff skills Collect data from staff and keep records of contractors for entry in farm management software Assist in budget preparations Manage overall operations in absence of Viticulturist 	<p>Work completed within budgeted time frame</p> <p>Quality of work</p> <p>Records up to date and accurate</p>
Repairs & Maintenance	<ul style="list-style-type: none"> Ensure all machinery and equipment are regularly serviced and repaired when necessary Maintain pumps and irrigation lines 	<p>Tractors and equipment maintained in good working order</p> <p>Irrigation system runs efficiently</p>
Tractor & Machinery Operations	<ul style="list-style-type: none"> Slashing, soil and foliage spraying, soil cultivation, compost spreading, hedging and other operations 	<p>Efficiency in machine operations</p> <p>Application of biology or chemicals at correct rates</p>

Job Description – Vineyard Manager

Viticulture	<ul style="list-style-type: none"> • Conduct monitoring program for pest & disease issues • Monitor soil moisture levels, interpret readings & schedule irrigation • Yield estimations • Research & trial new viticultural methods and products • Provide reports to Viticulturist & Winemakers 	<p>Vines healthy and free of pests and diseases</p> <p>Fruit reaches end use specifications</p> <p>Accurate and detailed reports/estimations</p>
WH&S	<ul style="list-style-type: none"> • Ensure that all work done is carried out in accordance with DBW company policy and a safe workplace environment is maintained • Instruct staff and oversee that all WH&S policies are adhered to • Review, improve and communicate with staff on policies • Investigate accident/injury/near misses and complete required forms 	<p>Compliance with company policies and procedures</p> <p>Employee safety inductions completed on time</p> <p>Incidents reported and investigated in accordance with company procedure</p> <p>Audits and documents completed on a systematic basis</p>

SELECTION CRITERIA

<p>Essential Criteria</p> <ul style="list-style-type: none"> • 3- 5 years experience in all aspects of Viticultural production • Experience with supervising, managing and training staff • Self motivated and versatile person with well developed interpersonal skills • Skilled with machinery and equipment 	<p>Desirable Criteria</p> <ul style="list-style-type: none"> • Tertiary qualifications in Viticulture • Ability to multi task and work under pressure • Mechanical knowledge and skills • Ability to motivate and lead people in a team environment
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Employee Name: _____

Employee Signature: _____

Manager/supervisor Name: _____

Manager/supervisor Signature: _____