

## POSITION DESCRIPTION

**Position:** Winemaker – WIC Winemaking Services

**Reports to:** AWRI Group Manager – Industry Development and Support

### Overview:

The Winemaker's primary responsibility is the efficient and effective operational management and control of WIC Winemaking Services. This is a 'hands on' role involving substantial active winemaking with operations principally undertaken on the premises of the University of Adelaide's Hickenbotham-Roseworthy Wine Science Laboratory, in cooperation with the manager of that facility and other operational staff. From time to time the Winemaker may also play a role in other oenological and extension activities undertaken by the AWRI's Industry Development and Support Group, or teaching and winemaking activities undertaken by the University of Adelaide.

### Qualifications:

A degree in oenology from a University with an established reputation for producing well regarded and well grounded winemakers. A minimum of two years industry experience in a winemaking position is essential with prior experience in small-scale winemaking highly desirable.

### Skills and attributes:

1. Highly organised and efficient, with an ability to effectively prioritise competing demands within a busy environment.
2. Possess strong technical winemaking skills.
3. Prior practical experience and demonstrated expertise in project management and planning.
4. Well developed verbal and written communication skills and the ability to delegate to and direct others to meet business objectives.
5. A client service mentality and ability to develop and promote the interests of WIC Winemaking Services.
6. Strong ability to focus on delivering to client expectations.
7. The ability to work as part of a team, as well as being able to operate with a high degree of autonomy and self-reliance.

## Principal accountabilities:

The Winemaker will be responsible for the following to a standard acceptable to the AWRI:

1. Operating the facilities designated for small-scale winemaking in conjunction with University operational staff.
2. Liaising with AWRI and University researchers, as well as other WIC partners and industry clients, to project plan and set operational parameters for the various types of research and other small-scale winemaking trials being contemplated. Maintaining appropriate records of projected activities, estimating the quantity and cost of dry goods, bottling requisites and other consumables to facilitate the setting of prices and the compilation of a small-scale winemaking annual budget with the objective to achieve at least a break even operation.
3. Liaising closely with the University's Facility Manager to provide input and assistance as required to facilitate the appropriate scheduling of the WIC Winemaking Services, in conjunction with other University activities, to ensure that the activities of WIC Winemaking Services can be delivered to a standard and within a timeframe expected by clients. This should include the setting of specifications for fruit to be supplied by clients.
4. Undertaking small-scale and pilot-scale winemaking for clients in accordance with their instructions and good industry practice.
5. Supervising the activities of any casual staff (e.g. cellar hand(s) and/or laboratory technician(s)) employed by the AWRI and staff allocated by the University to assist in the provision of the Services.
6. Liaising with clients as required throughout the winemaking process and, in consultation with them, making adjustments as required to meet client needs.
7. In conjunction with the Facility Manager, planning and coordinating periodic and (if necessary) breakdown maintenance.
8. Complying with all University of Adelaide and AWRI WHS requirements including policies, procedures and Safe Operating Procedures to ensure a safe working environment for all staff under the Winemaker's supervision including researchers involved in WIC Winemaking Services' projects.
9. Maintaining an appropriate professional manner and cultivating productive relationships in all dealings with WIC partners and other industry clients.
10. Maintaining appropriate records of all projects undertaken, and liaising with AWRI Finance staff to ensure the effective financial operation of WIC Winemaking Services including monthly invoicing, annual reporting and budgeting.
11. Planning, coordinating and executing an ongoing continual improvement program to ensure the adoption of best practices and delivery of high quality

- and consistent Services, including development and refinement of winemaking and business practices and a capital investment program.
12. Promoting WIC Winemaking Services in particular and upholding the values of the AWRI.
  13. Maintaining and developing sensory skills through membership of the AWRI's quality assessment sensory panel.
  14. Accepting that all Intellectual Property, Patents and discovery arising during the course of employment at the AWRI remains the property of the AWRI.
  15. Undertaking other duties as directed by the Managing Director.
  16. Promoting the general wellbeing of the AWRI by ensuring that all contact with clients, staff or the public is performed in a professional and confidential manner.

### **Workplace Health and Safety Responsibilities:**

1. Employees must take reasonable care to protect their own health and safety, and have responsibilities to:
2. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
3. Obey reasonable instructions that are designed to protect their health, safety and welfare.
4. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
5. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
6. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
7. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.