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| Job Description - Farm Manager |
| *This job description is generic and, in general terms, should outline most of what you would expect from this role. To ensure your job description accurately reflects the requirements of this role in your business you can:  • Delete statements that don’t reflect what is required  • Write in statements for things that you need done that aren’t included.* |

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| **Employee:** |  | | **Manager:** |  | | | **Date:** |  | |
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| **Purpose of the position:** | | | Responsible for meeting farm goals in terms of production, stock, feed, environment, machinery, and people management. Can monitor, analyse, interpret, and report appropriate benchmarks. Ensures farm policies and plans are implemented. Is responsible for meeting the budget and accountable for farm expenses. | | | | | |
| **Reporting lines:** | | |  | | | | | |
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| **Milking:** Identifies and acts on opportunities for operational improvement. Balancing production and cost to meet farm policy. Operates dairy at optimum efficiency and ensures that only top-quality product leaves the farm gate. | | | | | | | | |
| **Responsibility:** | | | **Skills/behaviours:** | | | | **Other comments:** | |
| Monitors actual production against milk production targets and ensures this aligns with farm policy. | | | * Sets up dairy prior to milking and on time * Milks cows efficiently and safely * Uses backing gate well * Teat sprays well * Marks cows well * Can efficiently manage the farm dairy | | | |  | |
| Manages staff and processes to ensure milk quality regulations and requirements are met on farm. | | | * Communicates and trains staff on procedures and standards relating to ‘dirty cows’ * Communicates the cost and implications of grading milk and high somatic cell counts * Meets the milk quality requirements of the processing company * Can trouble shoot milk quality issues to prevent problems * Carries out dairy maintenance * Identifies and fixes faults in dairy plant * Can use specialist equipment efficiently, e.g. drafting system * Ensures the yard, plant and other dairy equipment is keep clean * Ensures backing gate used appropriately | | | |  | |
| Organises the farm dairy for shed inspections and ensures hygiene requirements are met by staff. | | | * Implements dairy hygiene requirements and organises the dairy for inspections | | | |  | |
| **Animals:** Sets and monitors health, calving and mating plans, reports progress and takes appropriate action (animal health not included yet). | | | | | | | | | | | |
| **Responsibility:** | | | **Skills/behaviours:** | | | | **Other comments:** | | | |
| Sets clear expectations on the animal health plan for the farm, and monitors and ensures all staff demonstrate correct animal handling, health, and welfare practices. | | | * Demonstrates safe and confident handling of animals * Responsibly disposes of dead stock * Oversees the identification, prevention and treatment of mastitis, lameness bloat, milk fever, ketosis, grass staggers, facial eczema, other unwell animals, issues related to housed cows and specific issues related to brassica and fodder beet fed cows * Dries cows off including administering dry cow therapy and teat sealing * Drafts out sick or lame cows in a timely manner * Monitors and compares body condition score at key times of the year * Accurate and timely recording of health treatments and events * Manages and updates all herd records, and maintains the dairy company policy manual, ensuring requirements are met * Supports, delegates to and trains junior staff in animal health and welfare | | | |  | | | |
| Sets and monitors the calving and calf rearing plan. | | | * Sets and monitors the calving plan * Ensures staff understand good health, hygiene, and welfare of cows * Sets and monitors the calf rearing plan * Ensures staff understand good health, hygiene, and welfare of calves | | | |  | | | |
| Sets and monitors the mating management plan, and coordinates with the vet/breeding companies to achieve targets. | | | * Sets and monitors mating including artificial breeding, natural breeding, and interventions if they are used on your farm * Ensures cycling cows are identified and recorded * Identifies mating health issues * Ensures all staff work safely with bulls | | | |  | | | |
| **Feed:** Develops, implements, and monitors policies for feeding, including cropping, pasture (management and renovation) and supplement. | | | | | | | | | | | |
| **Responsibility:** | | **Skills/behaviours:** | | | **Other comments:** | | | | | |
| Sets and communicates the feeding policy on-farm. | | * Sets and communicates the on-farm feeding policy * Sets appropriate feeding levels * Trains staff on the changing feed needs of young stock and lactating stock * Trains staff on animal health issues associated with crops | | |  | | | | | |
| Implements the on-farm cropping policy. | | * Plans and implements crop establishment and production programmes and manages soil to ensure sustainability * Implements the crop feeding policy | | |  | | | | | |
| Implements the pasture management policy. | | * Manages key components of pasture quality * Ensures accurate pasture data is collected * Can identify and manage feed surpluses, and deficits * Understands seasonal/environmental and financial risk, and makes appropriate adjustments to ensure feed supply meets demand * Manages pasture allocation * Understands and calculates feed values of crops * Understands source feed * Can relate feed intake to cow condition * Plans and implements pasture improvement programmes and manages soil to ensure sustainability * Trains staff to ensure best practice to maintain quality and avoid pasture damage | | |  | | | | | |
| Manages the use of supplement feed with the farm owner and in accordance to farm policy. | | * Agrees on supplement policy with the farm owner, and sources feed accordingly * Monitors and adjusts supplement use in line with pasture supply/demand * Trains staff in feeding out, with the aim to minimise wastage | | |  | | | | | |
| **Environment:** Sets, manages, and monitors environmental and effluent management plans. | | | | | | | | | | | |
| **Responsibility:** | | | **Skills/behaviours:** | | | **Other comments:** | | | | |
| Sets the dairy effluent management plan in line with regional council requirements and consent conditions, trains staff on correct management. | | | * Sets and monitors effluent plan * Understands how the effluent system operates and ensures irrigators are shifted correctly * Keeps all effluent records * Is aware of regional council effluent requirements and their responsibilities to comply with these | | |  | | | | |
| Ensures the farm environment plan is implemented and monitored in line with compliance requirements and consent conditions and enforces regulations and industry requirements around waterways. | | | * Develops the farm environment plan * Ensures that all staff understand their obligations under the farm environment plan * Manages the use of all agrichemical and fertiliser * Understands compliance requirements, consent conditions, and regulations around waterways | | |  | | | | |
| Trains staff to ensure good management practice around land cultivation is followed, in line with regulations. | | | * Understands good management practice for soil management * Supports junior staff in their understanding of good management practice | | |  | | | | |
| Understands the farm's nutrient budget and nutrient cycling and checks the nutrient management plan is being complied with. | | | * Understands the role nutrients play in farm systems * Contributes to nutrient budgeting with the farm owner * Can manage nutrients according to plan * Supports junior staff in their understanding of nutrient management | | |  | | | | |
| Ensures best practice around water use, manages irrigation if appropriate, and trains staff on how to maintain the irrigation system. | | | * Ensures water reticulation issues are fixed in a timely manner and stock have required water * Ensures irrigation issues are fixed in a timely manner * Is aware of regional council requirements around water and irrigation systems * Manages and maintains the irrigation system * Trains staff on how to operate and maintain the irrigation system | | |  | | | | |
| **People:** Trains staff in animal handling, health, hygiene welfare, effluent, water, feed, animal, land cultivation, nutrients, feeding out (wastage), pasture quality, financial implications, fencing. | | | | | | | | | | | |
| **Responsibility:** | | | **Skills/behaviours:** | | | **Other comments:** | | | | |
| Undertakes training for ongoing self-development and to achieve their goals and offers mentorship to junior staff. | | | * Sets personal and career goals and knows what their limitations are | | |  | | | | |
| Ensures employment agreements are in place and up to date for all employees reporting to them, and communicates any remuneration issues to the farm owner  . | | | * Understands own rights and entitlements in the job, and can communicate any issues to managers | | |  | | | | |
| Ensures staff are supported to be self-managing and responsible and communicates and empowers the farm team to achieve farm goals. | | | * Evidence of good communication with other staff * Evidence of good communication with farm owner * Understands what makes a good farm team environment, and builds team culture * Understand the importance of building relationships with suppliers and rural professionals * Can supervise others * Can manage day to day operations * Can delegate to others * Carries out orientation of new staff * Can train others * Can run staff meetings * Manages health and safety requirements * Can recruit new staff * Carries out performance appraisals * Meets people legal responsibilities * Coordinates off farm training for staff | | |  | | | | |
| Ensures the workplace fosters a reasonable work/life balance to ensure staff are treated well. | | | * Understands own rights around work time and workload, and to a reasonable work-life balance * Can prioritise work tasks | | |  | | | | |
| **Machine, Vehicles and Technology:** Safely uses and maintains vehicles; sets on-farm policy | | | | | | | | | | | |
| **Responsibility:** | | | **Skills/behaviours:** | | | **Other comments:** | | | | |
| Trains staff on how to safely erect and maintain fences. | | | * Trains staff to understand fence power, to identify faults, do straight forward repairs | | |  | | | | |
| Is responsible for the irrigation plan, and trains staff on how to identify and solve problems related to irrigation. | | | * Understands the irrigation system operation and can do basic maintenance | | |  | | | | |
| Uses technology and data to streamline farm practices and increase efficiency. | | | * Knows the value of collecting good quality data and uses it to make decisions | | |  | | | | |
| Sets up and monitors a maintenance schedule for vehicles and machinery, and trains staff on safety and hygiene practices. | | | * Manages basic maintenance of tractors, motorbikes * Good driving practices and can cope with slopes and other hazards * Can safely use and train others in the use of power take-offs, hydraulics, loaders, and towing implements * Wears safety helmet and adheres to farm speed limits at all times * Trains other staff on biosecurity risks of vehicles | | |  | | | | |
| **Health, safety and wellbeing:** Demonstrates the values of and actively models a culture of health, safety and wellbeing. | | | | | | | | | | | |
| **Responsibility:** | | | **Skills/behaviours:** | | | **Other comments:** | | | | |
| Demonstrates to others they clearly value the importance of health, by visibly putting time and effort into this. | | | * Understands health and safety responsibilities * Understands agrichemicals (storage, handling, mixing) * Carries out sun protection * Knows disease prevention (e.g. Leptospirosis) | | |  | | | | |
| Demonstrates to others they clearly value the importance of safety, by visibly putting time and effort into this. | | | * Identifies hazards * Demonstrates safe on-farm work practices * Uses personal protective equipment * Reports near misses and accidents in the relevant registers | | |  | | | | |
| Demonstrates to others they clearly value the importance of wellbeing, by visibly putting time and effort into this. | | | * Demonstrates safe operation of equipment * Maintains equipment and records this in the farm maintenance register * Ensures that the team get adequate breaks | | |  | | | | |
| Ensures the farm is a healthy, physically safe, and emotionally secure workplace, by training staff on how to protect their health, safety, and wellbeing on farm. | | | * Understands own rights to an emotionally secure workplace, and the importance of personal wellbeing. * Understands the importance of taking breaks to help stay alert and safe * Shows leadership in the workplace regarding health, safety and wellbeing | | |  | | | | |
| **Financial:** Understands and assists with development and monitors throughout season; assists with developing farm budget. | | | | | | | | | | | |
| **Responsibility:** | | | **Skills/behaviours:** | | | **Other comments:** | | | | |
| Uses benchmarking of physical performance data to learn from and inform others. | | | * Knows how to benchmark the farm’s physical performance and shares the results with other farmers and their peers (where appropriate), and within their own team | | |  | | | | |
| Understands and assists with the development, monitoring and reporting of farm budgets. | | | * Understands, contributes, and works to farm budget * Contributes to budgeting process * Completes cash flow forecasts * Completes financial reporting * Processes invoices | | |  | | | | |
| Contributes to financial decision-making processes on-farm and ensures the farm team understands that their actions can have financial effects. | | | * Understands how a farm operates as a business including how the dairy pay-out effects income and the cost associated with farming * Communicates to the farm team how their actions have financial effects on the business * Ensures staff understand KiwiSaver, PAYE, employment agreement, banking procedures, credit and interest rates and hire purchase | | |  | | | | |
| **Operational and strategic planning:** Benchmarks physical KPIs including milk production and analyses and implements solutions according to farm policy. | | | | | | | | | | | |
| **Responsibility:** | | | **Skills/behaviours:** | | | **Other comments:** | | | | |
| Identifies and acts on opportunities of operational improvement. | | | * Uses feedback from the farm team and data collection to make improvements in the farm’s operation, according to farm policy | | |  | | | | |
| Manages the daily running of the farm and has effective reporting skills. | | | * Meets the reporting requirements to farm owner | | |  | | | | |
| Understands the strategic goals of the farm and its owners. | | | * Understands how their operational role fits into the strategy of the business * Can identify factors that might negatively impact on the farm’s strategy, and raises these with the owners in a timely manner * Can identify opportunities for the farm and its strategy, and raises these with the farm owners | | |  | | | | |
| **Other responsibilities:** | | | | | | | | | | | |
| **Responsibility:** | | | **Skills/behaviours:** | | | **Other comments:** | | | | |
| Personal attributes | | | * Self-management * Punctuality * Tidiness * Able to plan out daily activities/duties * Personal hygiene * Attitude * Time management and efficiency | | |  | | | | |
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