



## JOB DESCRIPTION – DAIRY FARM ASSISTANT

### 1. POSITION IDENTIFICATION

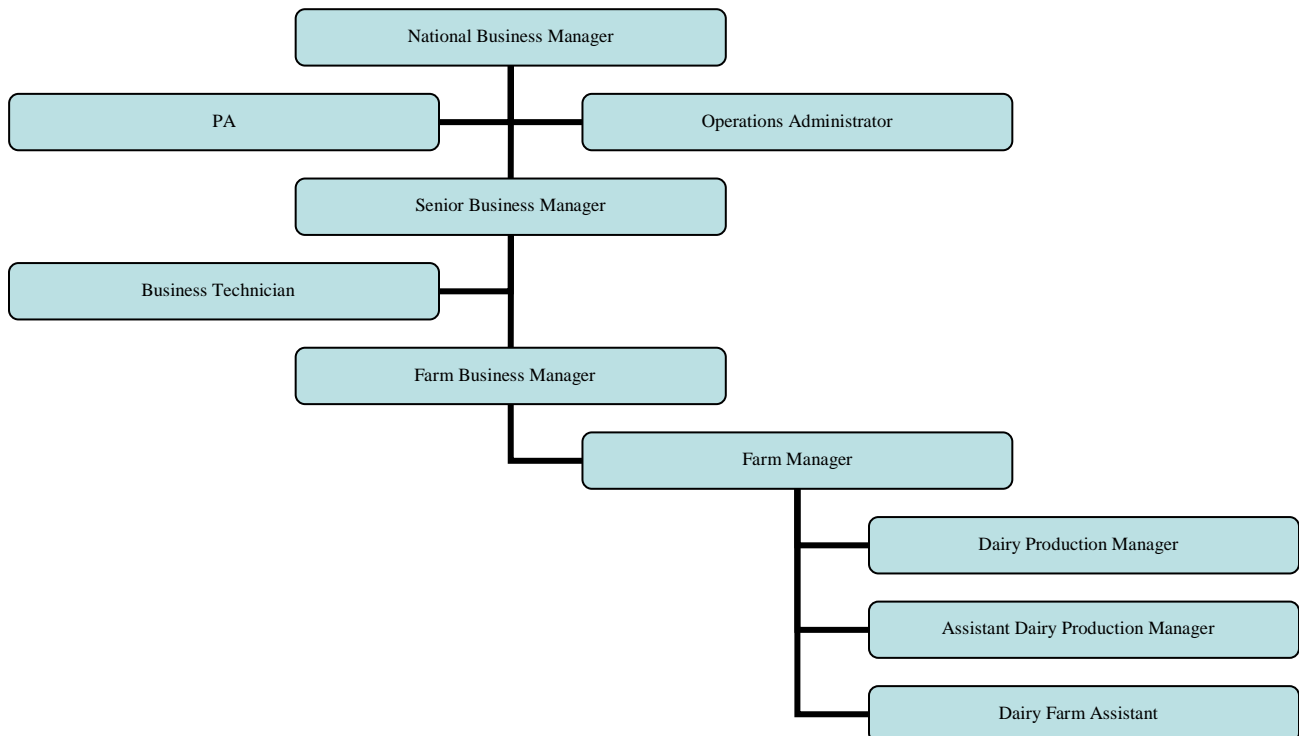
**Name** To be appointed

**Farm / Station** As listed on job advertisement

### 2. POSITION OBJECTIVE

A dairy farm assistant is responsible for assisting in the management of a dairy herd and dairy operations as directed. You will be required to assist in optimising the farm performance, as a unit and as part of Landcorp's farm portfolio, in accordance with company policy.

### 3. ORGANISATIONAL MANAGEMENT STRUCTURE - DAIRY



#### 4. MANAGERIAL COMPETENCIES REQUIRED – DAIRY FARM ASSISTANT

The following competencies are required on Landcorp farms:

<b>Communication</b>	Balance listening and talking; speak and write clearly and accurately; influence others to communicate openly and honestly; keep others informed.
<b>Team Work &amp; Coachability</b>	Ability to work as a member of a team; be receptive to feedback; willing to learn new things and share knowledge and skills; embracing continuous improvement. Be part of and contribute to the wider Landcorp portfolio.
<b>Problem Solving &amp; Innovation</b>	Problem solve and find the best solution to a given problem or situation; collaborate with others to seek input and alternative ideas; think first before acting. Take ownership of your work and think of new ways to do things better, and be willing to share your ideas with others.
<b>Self Management</b>	Be self managing; focus on effective planning and time management as well as prioritisation of tasks; be reliable and maintain work / life balance.
<b>Technical &amp; Practical Skills</b>	Be able to understand and measure, monitor and adapt; seek training opportunities for further development; improve performance in day to day tasks of the role; use technology to improve productivity; be receptive and willing to learn and embrace technology as required of the position and job duties.
<b>People Skills</b>	Lead by example; be consistent and fair; review progress; help develop people; provide feedback when needed; hold yourself and the people you work with accountable.
<b>Administration &amp; Quality Compliance</b>	Keep up to date with administrative and reporting responsibilities required of the position and job duties; comply with company policies and auditing requirements at all times.
<b>Business &amp; Asset Management</b>	Assist and work in conjunction with the Farm Management team in setting and achieving production and financial targets. Ensure property and associated assets are secure and maintained within seasonal operating budgets.

## **5. PERSON SPECIFICATION QUALIFICATIONS/KNOWLEDGE/EXPERIENCE**

### **Qualifications – Desirable:**

As a dairy farm assistant you will ideally have (as a minimum) a National Certificate in Agriculture (Dairy) Level 2 and be working towards one of the higher qualifications identified below:

- National Certificate in Agriculture (Dairy) Level 3
- National Certificate in Production Management
- Diploma in Agriculture

### **Knowledge, Skills & Experience (Essential):**

The incumbent will:

- be self-motivated, work as a member of a team, and able to communicate effectively with staff at all levels;
- have a proven ability as a dairy farm assistant (or as a shepherd) in keeping with the responsibilities of this position;
- have an understanding of and an interest in dairy farm work and livestock handling;
- actively participate in a team operation geared to achieving the Company's objectives;
- attend appropriate training courses to develop further skills and experience when required, and pass on these skills to train others;
- project a positive attitude towards the Company and its objectives.

### **Knowledge, Skills & Experience (Desirable):**

- You will be receptive to learning new technologies to help improve productivity and profitability of the farm.

## **6. ORGANISATIONAL RELATIONSHIPS/AUTHORITY**

### **ORGANISATIONAL RELATIONSHIPS**

Reports to: Dairy Farm Manager (or delegated authority, eg, Dairy Production Manager, as appropriate).

Direct Reports: NIL

### **ORGANISATIONAL AUTHORITY**

Financial decisions made in the position: NIL

## 7. QUALITY AND SAFETY (FARMPRIDE<sup>®</sup> and Work Safe)

Employees are responsible and accountable for:

- Ensure the farm maintains FARMPRIDE<sup>®</sup> quality standards
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of hazard/danger, accidents, near misses, and property damage at the workplace
- Ensure the appropriate training and record keeping is undertaken
- Correct use of appropriate safety gear / equipment.

## 8. GENERAL DUTIES & RESPONSIBILITIES

### **Feed Production Management**

- Assist with any feed planning or the management of as appropriate
- Assist to manage weeds and pests to maintain pasture and crops.

### **Milking**

- Ensure the effective operation of all aspects of the milking process, including plant hygiene and somatic cell count, to maintain grade free standards.

### **Effluent**

- Operate and maintain the effluent system on your farm to all regional council compliance requirements and Landcorp's additional standards
- Maintain all appropriate effluent management records
- Know what to do when things go wrong.

### **Animals**

- Implement animal health programme to maintain good health
- Assist with calving and the calf rearing programme to achieve minimal losses and ensure high quality replacements are available for the herd
- Ensure all herd records are maintained.

### **Business**

- Work with the Dairy Farm Manager to contribute to Farm Business Plan
- Assist to manage repairs and maintenance schedule for all plant, machinery and infrastructure
- Ensure all relevant company policies are understood and adhered to.

### **Environment**

- Assist to work within best practice environmental guidelines.

## **People**

- Assist in the day-to-day activity and schedule tasks/activities that need to be undertaken
- Provide coaching, as required, to junior staff to enable them to competently carry out day to day tasks required of them on farm
- Assist to ensure that Health and Safety policies and procedures adhered to
- Practice safe farming
- Assist to ensure new staff are inducted and aware of company policies and are given role clarity

## **ACKNOWLEDGEMENT**

This job description has been designed to indicate the general nature and level of work performed by employees within this designated position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role as other duties may be delegated from time to time by the manager.