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| Job Description – Assistant 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:**  | Assists with the management of daily activities and implementing farm policies and plans. Can manage daily planning and staff management in the absence of the farm manager/owner. |
| **Reporting lines:** |   |
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| **Milking:** Supervises milking from paddock to farm dairy as required. Implements routine maintenance schedules, including the milking plant, identifying and fixing faults as needed. Maintains hygiene and cleanliness around dairy. |
| **Responsibility:** | **Skills/behaviours:** | **Other comments:** |
| Manages milk harvesting to optimise quality, efficiency and yield, monitoring milk dockets to help troubleshoot issues. | * 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 manage the farm dairy efficiently
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| Identifies, maintains, and fixes faults in the milking plant and farm dairy equipment. | * Understands the cost and implications of grading milk and high somatic cell counts
* Helps to communicate and train staff on procedures and standards relating to ‘dirty cows’
* Implements dairy hygiene requirements
* Can maintain the farm dairy in clean and hygienic state
* Meets the milk quality requirements of the processing company
* Can trouble shoot milk quality issues to prevent problems
* Carry out dairy maintenance including changing rubber ware
* Identifies faults in dairy plant
* Fixes minor faults in plant
* Can use specialist equipment e.g., drafting system
* Cleans yard, plant, and other dairy equipment well
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| **Animals:** Implements and monitors health, calving and mating plans and reports progress. Identifies and treats animal health problems. |
| **Responsibility:** | **Skills/behaviours:** | **Other comments:** |
| Implements and monitors the animal health plan, and records and reports on this. Diagnoses and treats all animal health issues and demonstrates best practice in the areas of animal handling, health, and welfare. Supports and trains junior staff in their development. | * With minimal stress, safely and confidently handles/moves animals
* Prepare livestock for transport
* Responsibly dispose of dead stock
* Identifies and can treat mastitis
* Identifies and can treat lame cows
* Identifies and carries out timely treatment of bloat, milk fever, ketosis, grass staggers, facial eczema, and other unwell animals
* Identifies specific issues related to housed cows
* Identifies specific issues related to brassica and fodder beet fed cows
* Drenches and manages dry stock
* Dries cows off including administering dry cow therapy and teat sealing
* Drafts out sick or lame cows in a timely manner
* Accurate and timely recording of health treatments and events
* Helps to monitor and compare body condition score at key times of the year
* Manages and updates all herd records, and maintains the dairy company policy manual, ensuring requirements are met
* Knows animal health and welfare requirements
* Supports and trains junior staff in animal health and welfare
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| Monitors all calving mobs and calf rearing on farm. Diagnoses and manages all calving-related health issues and ensures the recording and tagging of young stock. | * Understands the concept of mating including artificial breeding, natural breeding, and interventions if they are used on your farm
* Learning to identify cycling cows and records them
* Learning to identify mating health issues
* Assists the artificial breeding technician when they are on farm
* Works safely with bulls
* Can identify the stages of calving, when a cow is calving, when a calf is in a normal position and assists calving cows in difficulty
* Matches newly calved cows and calves
* Has an awareness of good health, hygiene, and welfare of calves
* Demonstrates awareness of good health, hygiene and welfare for newly-calved cow
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| **Feed:** Develops implements and monitors the feed budget using seasonal feed requirements |
| **Responsibility:** | **Skills/behaviours:** | **Other comments:** |
| Monitors pasture covers, feed intakes and cow condition, and discusses appropriate management with senior staff. | * Understands what good pasture looks like and can identify post and pre grazing residuals
* Can collect accurate pasture data
* Can calculate feed supply and demand
* Can recognise feed surplus/deficit
* Is able to use pasture management tools
* Can relate feed intake to cow condition
* Understands the need for, carries out and records weed control
* Feeds out supplements where needed
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| Implements the farm's feed plan and develops the feed budget. Determines the feed values of crops. | * Understands key components of pasture quality
* Understands and calculates feed values of crops
* Can manage pasture allocation
* Sets appropriate feeding levels
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| Calculates appropriate feed for stage of lactation and resolves any feeding issues. | * Understands the changing feed needs of young stock and lactating stock
* Understands animal health issues associated with crops
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| **Environment:** Meets environmental regulations through management of soil, nutrients, effluent and water efficiently. |
| **Responsibility:** | **Skills/behaviours:** | **Other comments:** |
| Implements the farm plan for effluent management in line with regional council requirements and consent conditions and monitors the farm's dairy effluent system. | * Understands how the effluent system operates and shifts irrigator correctly
* Keeps effluent records
* Is aware of regional council effluent requirements and their responsibilities to comply with these
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| Ensures the farm environment plan is adhered to and assists with managing the environmental impacts of the farm. | * Understands the farm environment plan
* Understands the role nutrients play in farm systems
* Contributes to nutrient budgeting
* Can manage nutrients according to plan
* Follows instructions with the use of agrichemical and fertiliser
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| Ensures good management practice with land cultivation and soil type risk management and ensures good management practice with nutrient usage is followed by staff. | * Understands good management practice for soil management
* Supports junior staff in their understanding of good management practice
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| Sets up, runs, and maintains the property's water and irrigation system. | * Checks stock water at every new break
* Can change ballcock in water trough
* Can repair water leaks and identify pump problems
* Can set up portable water trough
* Is aware of regional council requirements around water and irrigation systems
* Can operate irrigation efficiently
* Reports any issues to senior staff
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| **People:** Supports and trains junior employees in their development. Communicates clearly and openly. |
| **Responsibility:** | **Skills/behaviours:** | **Other comments:** |
| Conducts planning to achieve their personal and career goals, including identifying training opportunities, and supports juniors to develop and pursue their career goals. | * Sets personal and career goals and knows what their limitations are
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| Communicates any issues around employment compliance to management, regarding the team or themselves. | * Understands own rights and entitlements in the job, and can communicate any issues to managers
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| Fosters a team that has clear direction and vision and regular constructive feedback and supports staff to get their best performance. | * Evidence of good communication with other staff and the manager
* Understands what makes a good farm team environment, and plays their part
* 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 |   |
| Contributes to ensuring balanced and productive work times and workloads for both self and the team and suggests improved ways of working efficiently to reduce hours worked on-farm. | * Understands own rights around work time and workload, and to a reasonable work/life balance
* Can prioritise work tasks
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| **Machine, Vehicles and Technology:** Safely uses and maintains vehicles on farm as directed by on farm policy. |
| **Responsibility:** | **Skills/behaviours:** | **Other comments:** |
| Trains staff on how to safely erect and maintain both permanent and non-permanent fences.  | * Understands fence power, identifies faults, does straight forward repairs and can complete preventative maintenance
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| Monitors the irrigation and pumping system, and repairs minor faults and troubleshoots problems. | * Understands the irrigation system operation and can do basic maintenance
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| Knows how to interpret data to gain insights and aid decision-making, and teaches others how to use smartphones, computers, and other technology-based systems, and the different tools and products available to collect data. | * Knows what the data collected is used for and how it influences decisions.
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| Implements a routine maintenance schedule of vehicles, plant, machinery and equipment, and trains staff on the importance of vehicle hygiene to avoid biosecurity risks. | * Can carry our basic maintenance on tractors, motorbikes
* Good driving practices and can cope with slopes and other hazards
* Can safely use the power take-off, hydraulics, loader, and towing implements
* Wears safety helmet and adheres to farm speed limits at all times
* Can train other staff on biosecurity risks of vehicles
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| **Health, Safety and Wellbeing:** Actively models a Health, Safety and Wellbeing culture and is aware of others in the workplace. |
| **Responsibility:** | **Skills/Behaviours:** | **Other Comments:** |
| Models to others how to maintain good health on-farm, and how to manage adverse conditions. | * Understands health and safety responsibilities
* Understands agrichemicals (storage, handling, mixing)
* Carries out sun protection
* Knows disease prevention (e.g., Leptospirosis)
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| Teaches and models physically safe behaviours in the workplace to others. | * Identifies hazards
* Demonstrates safe on-farm work practices
* Uses personal protective equipment
* Reports near misses and accidents in the relevant registers

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| Ensures and models best practice in wellbeing. | * Demonstrates safe operation of equipment
* Maintains equipment and records this in the farm maintenance register
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| Monitors the nutritional, physical, emotional, and social needs of all staff, and communicates any issues around work/life balance to the farm manager/owner. | * 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
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| **Other Responsibilities:** |
| **Responsibility:** | **Skills/Behaviours:** | **Other Comments:** |
| Financial  | * Beginning to understand how a farm operates as a business including how the dairy pay-out effects income and the cost associated with farming
* Understands KiwiSaver, PAYE, employment agreement, banking procedures, credit and interest rates and hire purchase
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| Personal attributes | * Self-management
* Punctuality
* Tidiness
* Able to plan out daily activities/duties
* Personal hygiene
* Attitude
* Time management and efficiency
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