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| Job Description – Herd 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:** | | Understands and takes responsibility for daily tasks such as running of the dairy, effluent management and feeding. Completes tasks with minimal supervision and can supervise and train other staff. Looks for opportunities to work more effectively and efficiently to improve the business. | | | | | |
| **Reporting lines:** | |  | | | | | |
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| **Milking:** Understands and implements efficient milking practices and keeps the farm dairy hygienic. Records health treatments and solves milk quality problems. | | | | | | | |
| **Responsibility:** | | **Skills/behaviours:** | | | **Other comments:** | | |
| Carries out milk harvesting tasks safely, efficiently, and correctly, and assists in training new employees on correct techniques. | | * Helps set up dairy prior to milking and on-time * Milks cows efficiently and safely, as directed * Uses backing gate well * Teat sprays well * Marks cows well | | |  | | |
| Assists with solving milk quality problems, as per instructions in farm policy manual. | | * Understands the cost and implications of grading milk and high somatic cell counts * Helps manage ‘dirty cows’ * Implements dairy hygiene requirements | | |  | | |
| Helps farm assistants to understand factors that affect milk quality, hygienic milking, and mastitis control procedures. | | * Understands how the milking system works, so as to identify and report when things are not working correctly, such as the milk pump * Can use specialist equipment e.g. drafting system   Cleans yard, plant, and other dairy equipment well, according to procedures | | |  | | |
| Cleans and maintains the milking plant and farm dairy equipment and carries out hygiene inspections as per instructed in on farm policy manual. | | * Carry out dairy maintenance including changing rubber ware under supervision | | |  | | |
| **Animals:** Diagnoses common ailments and treats accordingly. Competent in all aspects of calving and reproduction, e.g. observation, recording and submitted on heat cows | | | | | | | |
| **Responsibility:** | | **Skills/behaviours:** | | | **Other comments:** | | |
| Moves and handles animals safely, identifies and diagnoses animal health issues, and assists with treatments and prevention in line with farm policy. | | * With minimal stress, safely and confidently handles/moves animals * Prepare livestock for transport * Responsibly dispose of dead stock | | |  | | |
| Records and maintains all herd health treatments and events according to on-farm policy or dairy company policy, as per advised by manager. | | * Accurate and timely recording of health treatments and events | | |  | | |
| Observes, records and reports on cows preparing to calve, and calves’ cows in line with farm policy. | | * Learning to identify and assist with treatment of mastitis, lame cows, bloat, milk fever, ketosis, grass staggers, facial eczema, and other unwell animals   Drenches and manages dry stock   * Keeps records of all animal treatments * Assists with drying cows off including administering dry cow therapy and teat sealing * Drafts out sick or lame cows in a timely manner | | |  | | |
| Moves, handles and rears calves, identifies and diagnoses calving-related health issues. | | * Feeding calves including tube feeding * Has an awareness of good health, hygiene, and welfare of calves * Understand the importance of feeding calves a consistent amount at regular intervals and the importance of introducing fibre into their diet * Demonstrates awareness of good health, hygiene, and welfare for newly calved cow | | |  | | |
| Understands the mating management policy for the farm. Recognises cows on heat, and records as per policy. Diagnoses and assists with treatment of breeding related health issues. | | * 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 | | |  | | |
| Diagnoses and assists with treatment of breeding related health issues. | | * Learning 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 | | |  | | |
| **Feed:** Implements best practice for pasture, crop and supplement management for optimal quality and utilisation. | | | | | | | |
| **Responsibility:** | | **Skills/behaviours:** | | | **Other comments:** | | |
| Observes, identifies, and manages pasture/crop weeds, or reports these to appropriate team member as advised. | | * Understands the need for, carries out and records weed control | | |  | | |
| Knows the crops on farm, sets appropriate feeding allocations, and is aware of associated animal health issues with crop feeding. | | * Is aware of the changing feed needs of young stock and lactating stock * Learning about animal health issues associated with crops | | |  | | |
| Understands the on-farm feed policy, can calculate pasture, and supplement requirements and set correct feeding levels. | | * Can work out the size of a break feed under supervision * Puts up break fences correctly and makes them live * Load the feed out wagon and feed out in the paddock or on the feed pad | | |  | | |
| Recognises and understands pasture quality, pasture covers and appropriate residuals, and implements best practice to maintain quality and avoid pasture damage. | | * Understands what good pasture looks like and can identify post and pre grazing residuals * Becoming competent in pasture measurement | | |  | | |
| Feeds out supplements as advised ensuring there is minimal wastage and is aware of associated feed health issues. | | * Feeds out supplements as advised | | |  | | |
| **Environment:** Understands regulations and management of nutrients, effluent and water and their most efficient use. | | | | | | | |
| **Responsibility:** | | **Skills/behaviours:** | | | **Other comments:** | | |
| Understands how the farms dairy effluent systems operate and how effluent affects the on-farm environment. Is aware of regional council requirements and their responsibilities to comply with these. | | * Understands how the effluent system operates and shifts irrigator correctly * Keeps effluent records * Is aware of regional council requirements and their responsibilities to comply with these | | |  | | |
| Understands the farm environment plan and associated responsibilities. Follows farm policy to achieve best nutrient management practice. | | * Is learning about the farm environment plan * Is learning about the role nutrients play in farm systems | | |  | | |
| Understands regulations around land management and ensures their practice complies with these. | | * Understands industry regulations around waterways | | |  | | |
| Is learning how to use agrichemicals and fertilisers, safely and correctly. | | * Follows instructions with the use of agrichemical and fertiliser | | |  | | |
| Understands regional council requirements around water use and implements steps to achieve efficient water use in the farm dairy as advised in farm policy manual. | | * 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 systems * Reports any issues to senior staff | | |  | | |
| **People:** Trains junior employees in simple skills. Developing communication and reporting skills. | | | | | | | |
| **Responsibility:** | | **Skills/behaviours:** | | | **Other comments:** | | |
| Understands what their potential career path looks like and the skills required to get there. Actively looks for and considers opportunities to grow skills and take the next step. | | * Starting to set personal and career goals and knows what their limitations are | | |  | | |
| Understands own rights around employment agreements, minimum wage requirements, leave and accommodation, and how to communicate any issues to managers. | | * Understands own rights and entitlements in the job, and can communicate any issues to managers | | |  | | |
| Models the values and behaviours of a good workplace culture, through leading by example. | | * 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 | | |  | | |
| Understands obligations around their own time management and can prioritise work tasks. | | * 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:** |
| Safely erects and maintains both permanent and non-permanent electric and non-electric fences, as directed. | * Understands fence power, identifies faults and does straight forward repairs |  |
| Sets up, operates, and maintains the irrigation system according to workplace procedures and consents. | * Beginning to understand the irrigation system operation and can carry out basic maintenance |  |
| Is beginning to problem-solve technological issues and demonstrate initiative in using new technologies and data for insights and decision making. | * Knows what the data collected is used for and how it influences decisions. |  |
| Operates farm vehicles and machinery in accordance with safety and regulatory obligations and knows strategies to avoid hazards and 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 time |  |
| **Health, safety and wellbeing:** Models a health, safety and wellbeing culture, records accidents and identifies farm hazards and biosecurity issues. | | |
| **Responsibility:** | **Skills/behaviours:** | **Other comments:** |
| Knows how to maintain good health on-farm, understands health and safety compliance requirements. | * Understands health and safety responsibilities * Understands agrichemicals (storage, handling, mixing) * Carries out sun protection * Knows disease prevention (e.g. Leptospirosis) |  |
| Identifies hazards, understands safety procedures, and demonstrates safe on-farm work practices. Reports near misses and accidents in the relevant registers provided at induction. | * Identifies hazards * Demonstrates safe on-farm work practices * Uses personal protective equipment * Reports near misses and accidents in the relevant registers |  |
| Knows how to safely operate and maintain equipment. | * Demonstrates safe operation of equipment * Maintains equipment and records this in the farm maintenance register |  |
| Manages their general wellbeing using self-awareness, seeking support from farm team as required. | * 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 |  |
| Is aware of nutritional, physical, emotional, and social needs. Models good health, safety and wellbeing behaviours to juniors, and communicates any issues. | * Shows leadership in the workplace regarding health, safety, and wellbeing |  |
| **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 |  |
| Personal attributes | * Self-management * Punctuality * Tidiness * Able to plan out daily activities/duties * Personal hygiene * Attitude * Time management and efficiency |  |
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