

DAIRYNZ
POSITION DESCRIPTION

Title and Reporting Relationships

Position Title: Farm Assistant
 Reports to: Unit Manager
 Location: Newstead Farm
 Career Level: Team Member

Key Activities for DairyNZ

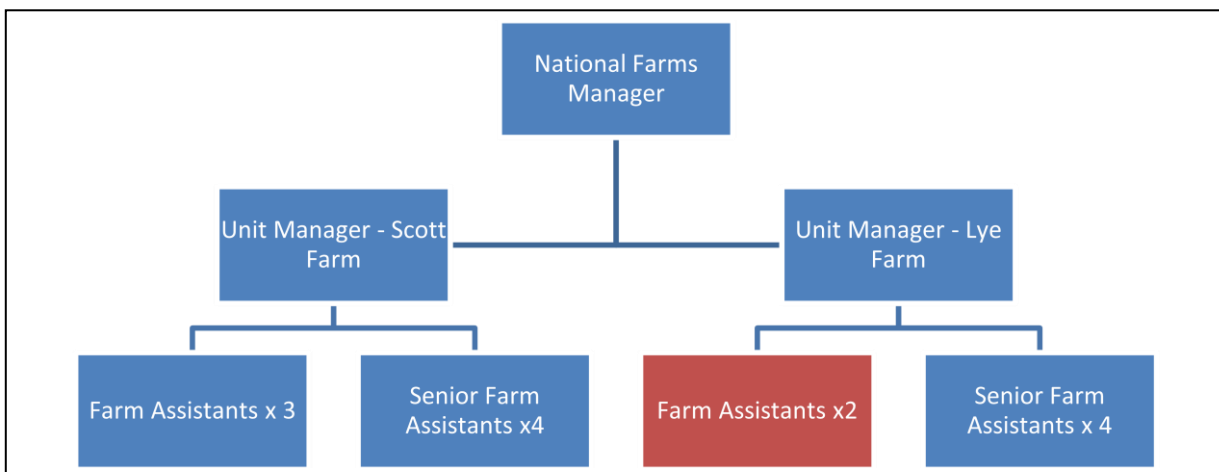
The purpose of DairyNZ is to secure and enhance the profitability, sustainability and competitiveness of New Zealand dairy farming through

- Investing for valued outcomes
- Delivering against commitments
- Earning the support of dairy farmers
- Engaging with dairy farmers
- Developing and maintaining capability
- Influencing stakeholders

Position Purpose

Carries out herd milking, pasture management, stock movement and other farm duties as part of DairyNZ’s farming operations and assists with enabling research into developing science, systems and solutions to make New Zealand Dairy farming profitable, competitive and sustainable.

Team Organisation Chart



Key Accountabilities

Key deliverables of the role to be reflected in the Performance Agreement and Individual Performance Targets.

| Key Requirement | Performance | Key Indicators |
|-----------------------------------|-------------|---|
| Farm Management | | <ul style="list-style-type: none"> • Carries out herd milking and pasture management as required • Assists with ensuring records are maintained for animal numbers, breeding, transfers, weights and milk production and pasture usage • When required, feeds and rears calves • Moves stock to and from milking • Completes farm maintenance as directed • Uses tractors and farm equipment, making sure DairyNZ health and safety standards are applied • Carries out all animal activities including care and welfare to DairyNZ ethical standards, Animal Welfare Act 1999 and all industry codes of practice • Carries out day to day farm activities, both routine and seasonal as directed |
| Technical Knowledge | | <ul style="list-style-type: none"> • Develops a good level of awareness of recent developments in farm practices • Uses scientific and farm instrumentation • Applies a range of farm operating techniques and methodologies |
| Decision Making | | <ul style="list-style-type: none"> • Conducts a range of farm duties under supervision • Advises controlling officer of any aspects of farm and/or research activity that the position holder cannot resolve |
| Management and Leadership | | <ul style="list-style-type: none"> • Contributes to the group's objectives and works as part of the team • May be required to coordinate members from other groups or temporary/contract staff to work on projects as required |
| Planning and Co-ordination | | <ul style="list-style-type: none"> • Works on a number of projects concurrently • Work activities are completed in conjunction with the group |
| Innovation | | <ul style="list-style-type: none"> • Contributes ideas, solutions, modifications and improvements in conjunction with the manager |
| Extension and Technology Transfer | | <ul style="list-style-type: none"> • Attends and assists at conferences and field days • Contact through field days, conferences, hosting and farm visits with New Zealand dairy farmers |

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| “How we work” | <ul style="list-style-type: none"> • Supports DairyNZ values and principles: Working Together, Leadership, Trusted, Results Focussed. • Understands and adheres to company policies and guidelines. • Actively supports and contributes to DairyNZ organisational culture of one team. • Assists to align research, development, extension and education culture and strategy. • Complies with and actively ensures safe working practises of self and others in accordance with DairyNZ Health and Safety Policies. |
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Dimensions

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|--------------------------------------|------|
| Operating Budget | Nil |
| Revenue | Nil |
| Number of Positions responsible for: | None |

Authorities

| | |
|---------------------|-----|
| Management Position | No |
| Delegated Authority | Nil |

Key Relationships

| Internal | External |
|------------------------|---------------------|
| Farm Management Team | Farmers |
| Research staff | Rural Professionals |
| Farm staff for DairyNZ | Suppliers |

Competencies

Job Specific/Technical Competencies

| Category | Descriptor/Evidence |
|----------------------------------|--|
| MILK PRODUCTION – FEEDING | Assist with the feeding of stock as directed by the Unit Manager or according to the requirements outlined in standard operating procedures, including: <ul style="list-style-type: none"> • Feeding out and setting up break fences • Implementation of an effective weed control programme • Assisting with farm walks to collect pasture growth information • Assisting with any pasture renovation programme • Assisting with any crop establishment programme • Applying fertiliser as per Nutrient Management Programme • Implementing irrigation requirements • Assisting with conservation of feed |

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| MILK PRODUCTION – MILK HARVESTING | <p>Assisting with milking as directed by the Unit Manager or according to the requirements outlined in the standard operating procedures, including:</p> <ul style="list-style-type: none"> • Arriving on time to set up equipment • Arriving on time to get the cows in • Carrying out milking and teat spraying • Hosing down yards and bail area on the completion of milking • Cleaning and maintaining the farm dairy, plant and equipment, to the standard outlined by the Unit Manager or the standard operating procedures • Shutting away the cows |
| MILK PRODUCTION – MILK QUALITY | <p>Assist farm to achieve continuous grade free seasons, by:</p> <ul style="list-style-type: none"> • Helping to ensure only milk of the finest quality is presented for collection • Contributing to dairy hygiene and achievement of milk quality • Assisting with maintaining hygiene and cleanliness standards in and around the dairy • Assisting to maintain the Best On Farm Practice manual (as communicated by Fonterra) |
| STOCK MANAGEMENT – ANIMAL HEALTH & WELFARE | <p>Assist with the management of the animals on farm as directed by the Unit Manager or according to the requirements outlined in the standard operating procedures, including:</p> <ul style="list-style-type: none"> • Identifying and assisting with the treatment of mastitis in cows • Identifying and assisting with the treatment of lameness in cows • Identifying other animal health problems and reporting these immediately to the Unit Manager • Reporting any incidences of bloat or suspected bloat immediately to the Unit Manager • Moving and handling animals in an acceptable way at all times • Ensuring Animal Ethics requirements set out in the Ethics trial approval are followed |
| STOCK MANAGEMENT – SEASONAL MANAGEMENT REQUIREMENTS | <p>Assist with all seasonal requirements as directed by the Unit Manager or outlined in the standard operating procedures, including:</p> <ul style="list-style-type: none"> • Assisting with all calving requirements • Assisting with all mating requirements • Assisting with all wintering requirements • Reporting any instances that require further action |
| STOCK MANAGEMENT – OTHER STOCK MANAGEMENT REQUIREMENTS | <p>Assist with all stock management as directed by the Unit Manager or outlined in the standard operating procedures, including:</p> <ul style="list-style-type: none"> • Assisting with calf rearing as required • Assisting with the management of young stock as required • Assisting with the management of dry stock, including bulls as required • Reporting any instances that require further action |
| STOCK MANAGEMENT – RECORDING | <ul style="list-style-type: none"> • Responsible for maintaining accurate information in the Yellow Notebook and ensuring it is up to date at all times, all information and events are transferred to the main farm diary each day. • Where required, keeping records of all mastitis treatments given and ensuring animals are marked according to the standard operating procedures • Recording all treatments administered • Observing and recording cows in season • Observing and recording cows calved • Recording any other associated information as per standard operating procedures or as instructed by the Unit Manager |
| ENVIRONMENTAL MANAGEMENT | <p>Assist with all environmental compliance as directed by the Unit Manager or outlined in the standard operating procedures, including:</p> <ul style="list-style-type: none"> • Knowing the effluent and nutrient management systems for the farm |

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| | <ul style="list-style-type: none"> Ensuring effluent is managed as per the instructions, including all recording requirements Ensuring all environmental restrictions are adhered to Knowing the RC compliance requirements |
| TEAM RESPONSIBILITIES | <ul style="list-style-type: none"> Effectively communicate with the Unit Manager as required Act as effective team member, including communicating effectively with entire team Support relief staff in their duties in the absence of the Unit Manager Commits to learning new skills and attending appropriate training as agreed with the Unit Manager |
| HEALTH AND SAFETY | <p>Comply with all H&S requirements as directed by the Unit Manager or outlined in the Health & Safety Manual, including:</p> <ul style="list-style-type: none"> Complying with the requirements of the H&S in Employment legislation Complying with farm H&S policies and procedures, including the wearing of all personal protective equipment Notifying the Unit Manager of new hazards as identified promptly Notifying the Unit Manager of any accident or near miss accident, (injury or non-injury) and complete an Accident Report promptly |
| MAINTAIN A TIDY WORKPLACE | <p>Look after the farm equipment and environment as directed by the Unit Manager or outlined in the standard operating procedures, including:</p> <ul style="list-style-type: none"> Putting tools and equipment away where they belong as soon as practical after finishing with them Disposing of rubbish appropriately Storing machinery away in the correct place Maintaining the grounds around the dairy and tanker track Ensuring accommodation, garden and section areas are maintained in a tidy, well presented state Completing general farm maintenance and farm development work as directed, notify the Unit Manager of breakages/breakdowns immediately Maintaining quad bike/farm bike and/or any other vehicle or tools provided according to schedule, notify the Unit Manager of breakages/breakdowns <p>Complete all other tasks as may be reasonably and lawfully requested by the Unit Manager, including but not limited to:</p> <ul style="list-style-type: none"> Working on other grazing farms Managing winter grazing |
| OPERATING EQUIPMENT and VEHICLES INCLUDING MOTORBIKES, QUADS AND TRACTORS | <ul style="list-style-type: none"> Uses tools, machines and vehicles to transport goods or people safely. Learns the function, purposes, and limitations of new equipment, and practices using it. Accurately sets up and calibrates tools and machines. Routinely inspects equipment, and adheres to the proper maintenance schedule. Follows safety and other regulations when handling and operating equipment. Uses equipment for its intended purpose only, protecting it from damage and misuse. Responds quickly to malfunctions, seeking assistance as needed and ensuring equipment is fully operational prior to using it again. |
| TECHNICAL SUPPORT | <p>Provide support to the technical teams where requested. Where appropriate, act as the technician for appropriate work, after training. This may include, but is not limited to:</p> <ul style="list-style-type: none"> Herd testing Agronomical sampling and botanical processing Animal manipulations and sampling |

- Data recording and electronic entry

Career Level Competencies – Team Member

| Competency | Descriptor/Evidence |
|--------------------------|--|
| CUSTOMER FOCUS | Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect. |
| PRIORITY SETTING | Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus. |
| DRIVE FOR RESULTS | Can be counted on to deliver goals successfully; is constantly and consistently striving to achieve; very bottom-line/results oriented; steadfastly pushes self and others for results. |

Person Specification

Technical Success Factors & Qualification Requirements

| Essential | Preferred |
|--|---|
| <ul style="list-style-type: none"> • 2 years previous dairy farm experience • Animal Handling experience • Ability to drive an ATV and or Motorbike • Full New Zealand driver's license • Good organisational skills • Good communication skills – both verbal and written • Interest in research | <ul style="list-style-type: none"> • AgITO Qualification • AgITO Milk Quality Level 1 and 2 |