

DAIRYNZ
POSITION DESCRIPTION

Title and Reporting Relationships

Position Title: Relief Milker
 Reports to: Farm Manager
 Location: Newstead Farms
 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.

Key Accountabilities

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

Key Performance Requirement	Key Indicators
Farm Management	<ul style="list-style-type: none"> • Carries out herd milking • When required, feeds and rears calves • Moves stock to and from milking • 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
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 • 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

Provides back-up Research Assistance as required	<ul style="list-style-type: none"> • Conduct experimental work according to a protocol • Conduct routine analytical work • Conduct routine data analysis • Record results accurately • Prepare simple reports • Provide technical information to any group member • Comply with DairyNZ Animal Ethics policy, Animal Welfare Act and Code of Recommendations
“How we work”	<ul style="list-style-type: none"> • Support DairyNZ values and principles: Working Together, Leadership, Trusted, Results Focussed. • Understands and adheres to company policies and guidelines. • Actively support and contribute to DairyNZ organisational culture of one team. • Assist to align research, development, extension and education culture and strategy. • Comply with and actively ensure safe working practises of self and others in accordance with DairyNZ Health and Safety Policies.

Dimensions

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 – MILK HARVESTING	Assisting with milking as directed by the Unit Manager or according to the requirements outlined in the standard operating procedures, including: <ul style="list-style-type: none"> • Arriving on time to assist equipment set up • Arriving on time to get the cows in • Carrying out milking OR teat spraying • Hosing down yards and bail area on the completion of milking • Cleaning the farm dairy at the end of milking including plant and equipment, to the standard outlined by the Unit Manager or the standard operating procedures

	<ul style="list-style-type: none"> 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>Assisting 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 other animal health problems and reporting these immediately to the Unit Manager Moving and handling animals in an acceptable way at all times
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 dry stock, including bulls as required Reporting any instances that require further action
STOCK MANAGEMENT – RECORDING	<ul style="list-style-type: none"> 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
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
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 <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
OPERATING EQUIPMENT & VEHICLES INCLUDING MOTORBIKES, QUADS AND TRACTORS	<ul style="list-style-type: none"> Uses tools, machines and vehicles to transport goods or people safely. Follows safety and other regulations when handling and operating equipment. Uses equipment for its intended purpose only, protecting it from damage and misuse.

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
Previous dairy farm experience	AgIto Qualification
Animal Handling experience	AgIto Milk Quality Level 1 and 2
Ability to drive an ATV and or Motorbike	
Full New Zealand driver's license	
Good communication skills – both verbal and written	
Interest in research	