

DAIRYNZ Position Description

Farm Manager

Position

Position Title: Farm Manager
Direct Report: 4-5 (approx.)
Budget: N/A
Management Position: Yes

Reports to: Units Manager
Career Level: People Leader
Revenue: Nil
Delegated Authority: TBC

Purpose of DairyNZ

Our Purpose: *Progressing a positive future for New Zealand dairy farming.*

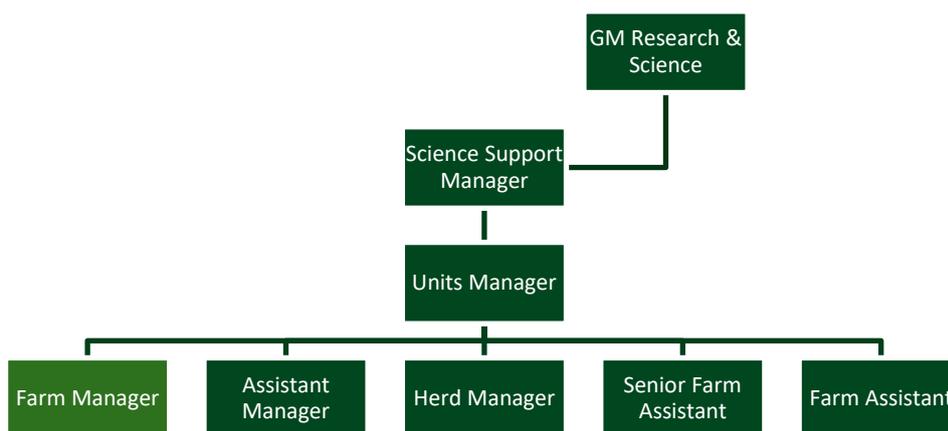
Our Vision: *To make the levy the best investment of every New Zealand dairy farmer.*

That’s why we exist for farmers, working along them and others to leverage our collective strength and create purposeful change.

Purpose of the position

Responsible for meeting farm goals in terms of production, stock, feed, environment, machinery, and people management. Can monitor, analyse, interpret, and report appropriate benchmarks. Ensures farm policies and plans are implemented. Is responsible for meeting the budget and accountable for farm expenses.

Team organisation chart



Key position deliverables

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"> • Ensure all animals receive appropriate care and welfare in accordance with DairyNZ's ethical standards • Ensure animal records are maintained including numbers, breeding, transfers, weights and milk production • Manage the day-to-day routine farm operations including carrying out milking in the week and weekends, calf rearing, moving stock, using farm equipment and machinery, and farm maintenance • Maintain compliance of health, safety and wellbeing legislation • Ensure a safe and healthy work environment, including contractors
Research Support	<ul style="list-style-type: none"> • Work with Units Manager and Tech Team Leaders on workforce planning to provide additional support when required • Work with Units Manager, Tech Team Leaders and Scientists to establish and plan field projects and trials, their ongoing operation, extension or modification • Implement research protocols, collate results • Record all required data for both Research and the Farm • Contribute to the development of farm technologies and practices • Provide input into establishing and planning field projects and trials, their ongoing operation, extension or modification • Manage the experimental procedures for animals including dosing, blood, milk or tissue sampling, weighing, body condition scoring • Manage experimental procedures for pasture management, pasture cutting and other such relevant activities
Extension and Technology Transfer	<ul style="list-style-type: none"> • Provide support to Scientists and Units Manager with co-development activities • Support the extension of research information to farmers and visitors • Present to groups when required

<p>People Leadership & Development</p>	<ul style="list-style-type: none"> • Routinely communicate overall and team specific strategy and vision to team members to link activity to overall goals • Develop, attract and retain the key capability required to enable effective delivery to targets • Apply sound and consistent people management practices to the whole team • Maintain a strong team culture that supports the development and performance of the team and of DairyNZ • Monitor and manage the performance of direct reports to ensure delivery of programmes, projects and agreed industry targets • Provide opportunity and motivate team direct reports and staff to develop capability • Coach and guide staff in problem solving, manage barriers to delivery • Provide mentoring support for other relevant DairyNZ staff
<p>How We Work</p>	<ul style="list-style-type: none"> • Support and role model DairyNZ values and principles: Connected, Curiosity, Courage and Credibility. • Understand and adhere to company policies and guidelines • Actively support and contribute to DairyNZ organisational culture of one team • Actively support and encourage continuous improvement to drive our organisation forward • Strive to provide a safe and healthy workplace • Role model industry safe working practices • Take appropriate action to ensure correction of any condition or practice, which may cause harm to yourself, others or the environment • Actively promote DairyNZ Health, Safety & Wellbeing Policies and procedures • Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management • Comply with legislative requirements and relevant standard

Key relationships

Internal	External
Units Manager and other Farm Staff	Contractors
Technical Team Leaders and Staff	Other research providers

Research Staff	Farmers
Corporate Services	Industry Stakeholders
Health & Safety Lead	Rural Professionals

Job specific & technical competencies

Category	Descriptor/Evidence
Dairy Farm Expertise	Practical and theoretical expertise. Takes responsibility for increasing expertise and keeping up to date with industry changes and technical knowledge. Undertakes research
Leadership	Actively leads, inspires and motivates staff, providing challenging and stretching tasks, aids and contributes to compelling development plans and supports the execution of them Proactively champions change. Develops personal profile and establishes credibility across the organisation. Demonstrates leadership within the industry.
Clear Communicator	Articulates ideas and intentions clearly and succinctly. Is honest, tactful and diplomatic in interactions. Writes clearly and succinctly; can get messages across that have the desired effect. Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation. Provides information so others can make accurate decisions; is timely with information.
Attention to Detail	Is thorough in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organises time and resources efficiently. Checks for accuracy, maintains consistently high standards, including using resources efficiently. Provides information on a timely basis and in a usable form to others who need to act on it. Carefully monitors the details and quality of own and others' work. Expresses concern that things be done right, thoroughly, or precisely. Completes all work according to procedures and standards.
Peer Relationships	Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.
Personal Learning	Picks up on the need to change personal, interpersonal and managerial behaviour quickly; watches others for their reactions to his/her attempts to influence and perform, and adjusts; seeks feedback; is sensitive to changing personal demands and requirements and changes accordingly.
I.T. Literacy	Capable of utilising all of MS Office suite to develop and deliver documentation and reporting of the required standard at a management level.

Qualifications and experience

Essential	Preferred
Previous experience dairy farming at a 2IC level.	Experience in managing small teams successfully.
High level of relationship management ability.	A relevant tertiary qualification.
Good communicator, able to adapt style and approach, able to set compelling vision.	
Has a people focus, experience in coaching for performance.	
Able to work across scientific technical teams as well as farm.	
Dairy research experience.	

Career level competencies – People Leader

Competency	Descriptor/Evidence
DECISION QUALITY	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
DEVELOPING DIRECT REPORTS AND OTHERS	Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each person's career goals; constructs compelling development plans and executes them; pushes people to accept developmental moves; will take on those who need help and further development; co-operates with the developmental system in the organisation; is a people builder.
DELEGATION	Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; tends to trust people to perform; lets direct reports and others finish their own work.
KEEPING OTHERS INFORMED	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information