# DAIRYNZ Position Description

**Herd Manager**

## Position

**Position Title**: Herd Manager
**Direct Report**: Nil
**Budget**: Nil
**Management Position**: No

**Reports to:** Farm Manager
**Career Level**: Team Member
**Revenue**: Nil
**Delegated Authority**: Nil

## Purpose of DairyNZ

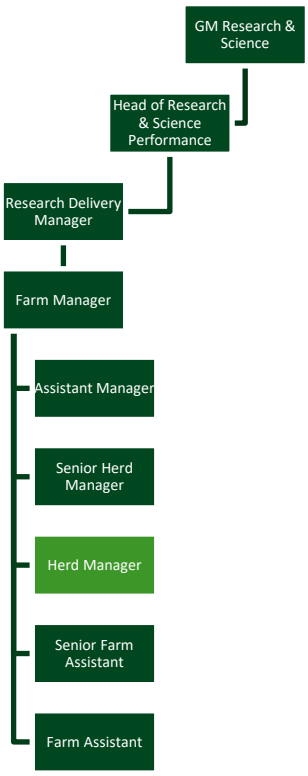
Our Purpose: ***Progressing a positive future for New Zealand dairy farming.***

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

Carries out essential farm duties such as milking, pasture allocation, stock movement as part of DairyNZ's farming operations. This role also assists enabling research into developing science, systems, and solutions to make New Zealand Dairy farming profitable, competitive, and sustainable.

## 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:** |
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| Farm Duties | • Carries out essential farm duties including, but not limited to, milking, feed allocation, pasture management, animal health treatments, operating machinery, data recording and seasonal stock management such as calving and mating<br>• Carries out all animal activities including care and welfare to DairyNZ ethical standards, and the relevant industry codes of practice<br>• Ensures accurate records are maintained and recorded in a timely fashion<br>• Uses farm equipment and machinery safely, making sure SOPS and DairyNZ health and safety standards are adhered to<br>• Identifies and completes farm maintenance work that needs doing without the need for direction or supervision<br>• Carries out all other day to day farm activities, both routine and seasonal to a high standard, both as directed and/or by using own initiative and experience<br>• Is capable of being go-to person and have responsibility for overseeing key routine and/or seasonal farm duties such as calving, mating, animal health records, grazing management, maintenance schedules, as delegated by manager |
| Decision Making | • Uses initiative and experience to problem solve<br>• Responds quickly to issues and can make smart decisions which often prove to be good solutions<br>• Advises farm manager of any aspects of farm and/or research activity that the position holder cannot resolve, and as soon as practical |

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| Management and Leadership | • Contributes to the team's objectives and works as part of the team<br>• Shows leadership by training and supporting junior employees with most skills on farm<br>• Leads by example by performing all tasks to a high standard and holding themselves and others to account<br>• Can appropriately respond to and resolve most queries from junior staff<br>• Can assist suppliers/contractors as directed by manager<br>• Can coordinate casual/contract staff with basic farm duties as required (or as directed) |
| Planning and Co-ordination | • Prioritises effectively and works on several projects simultaneously<br>• Effectively coordinates work with other team members efficiently<br>• Manages time well to effectively balance areas of responsibility with general farm duties |
| Innovation | • Contributes ideas and solutions for modifications and improvements<br>• Can implement modifications and improvements with minimal supervision |
| Provides back-up Research Technical Assistance when required/Technical Knowledge | • Assists in conducting experimental work according to a protocol<br>• Records results accurately<br>• Comply with DairyNZ Animal Ethics policy, Animal Welfare Act and Code of Recommendations<br>• Can accurately report back and prepare reports for project managers as required |
| How We Work | • Supports and models DairyNZ values and principles: Respect, Curiosity, Courage and Credibility<br>• Understands and adheres to company policies and guidelines<br>• Takes appropriate action to ensure correction of any condition or practice, which may cause harm to yourself, others, or the environment.<br>• Actively participates and supports DairyNZ Health, Safety & Wellbeing policies, and procedures.<br>• Actively supports and encourages continuous improvement to drive our organisation forward<br>• Is proactive about seeking out opportunities for learning and development and discussing these with their Manager<br>• Strives to provide a safe and healthy workplace<br>• Actively engages in and contributes to wider organisational activities outside the farm gate e.g., participation on committees, attendance of workshops or other business functions as appropriate |

## Key Relationships

| **Internal:** | **External:** |
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| Farm Team Members | Farmers |
| Scientists | Rural Professionals |
| Research Technicians | Suppliers & Contractors |

## Qualifications and experience

| **Essential:** | |
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| A relevant tertiary or Primary ITO qualification | Understanding of the NZ dairy industry |
| Sound animal handling skills | Proven ability to effectively manage key areas of responsibility on farm |
| Physical fitness | |
| Full New Zealand Drivers licence | **Preferred:** |
| Self-motivation, drive, initiative, and willingness to learn | Practical working knowledge of scientific techniques and methodologies |
| Ability to work independently and within a team environment | Formal training for operation of ATV and motorbikes |
| Good organisational skills | Formal training for operation of tractors |
| Good communication skills – verbal and written | |
| Interest in research | |
| Ability to recognise problems and refer them to the appropriate person | |
| High attention to detail | |
| At least two-three years previous dairy farm experience | |
| Ability to drive an ATV and/or motorbike | |
| Ability to safely operate machinery including tractor and common tractor implements | |

## Job specific & technical competencies

| **Category** | **Descriptor/Evidence** |
|---|---|
| **MILKING – MILK PRODUCTION AND QUALITY** | • Can manage all aspects of milking duties from paddock to farm dairy independently of senior staff or manager supervision<br>• Can foresee and address potential problems and faults before they turn into larger issues.<br>• Sets a high standard of cleaning and maintaining the farm dairy, plant, and equipment<br>• Ensures animal health treatment guidelines and relevant milk withholding periods are understood and correctly implemented without the need for supervision<br>• Assists junior staff and casuals with implementing efficient milking practices to ensure only milk of the finest quality is presented for collection<br>• Understands the importance of producing high-quality milk |

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| | • Can confidently complete the farm dairy diary red pages |
| **ANIMALS - STOCK MANAGEMENT, ANIMAL HEALTH & WELFARE** | • Consistently demonstrates good stock management practices and confidently and correctly implements animal health treatments without the need of supervision from senior staff or manager, including:<br>• Treatment of mastitis in cows<br>• Treatment of lameness in cows<br>• Prevention and treatment of metabolic issues including milk fever<br>• Treatment of calving difficulty<br>• Facial eczema prevention<br>Understands and can lead seasonal and other stock management requirements as delegated by manager, including:<br>• Calving and calf rearing requirements<br>• Mating requirements<br>• Drying off requirements<br>• Wintering requirements<br>• Management of young stock<br>• Management of dry stock, including bulls<br>Ensures Animal Ethics requirements are followed |
| **PASTURE MANAGEMENT & FEEDING** | Displays an ability to implement a high level of pasture and feed management with minimal input from senior staff and/or manager, including:<br>• Understands basic feed budgeting<br>• Can set grazing plans and feed allocations that accurately meet animal requirements while maintaining good feed quality<br>• Ensuring stock are shifted to the correct paddock/location<br>• Confidently Feeds out using farm machinery and can train junior staff<br>• Accurately setting up break fences for pasture/crop allocation as detailed<br>• Understands the appropriate timing and correct applications of fertilisers<br>• Understands soil nutrient requirements<br>• Implements weed control programme<br>• Can independently complete farm walks to collect pasture growth information as required<br>• Demonstrates a strong understanding of the importance of good pasture and feed management for optimising feed quality and utilisation |
| **ENVIRONMENTAL MANAGEMENT** | Assists with all environmental compliance requirements, including:<br>• Knowing the effluent and nutrient management systems for the farm<br>• Ensuring effluent is managed as per instructions, including all recording requirements<br>• Adheres to environmental restrictions as outlined by farm policy and/or council regulation<br>• Disposing of waste/rubbish appropriately e.g., agricultural chemicals, silage wrap<br>• Understands the importance of good environmental management practices and can identify and report to manager potential areas of concern or improvement |
| **MACHINERY AND EQUIPMENT** | Demonstrates a strong ability to care for and operate the farm equipment and machinery independently, including:<br>• Putting tools and equipment away where they belong as soon as practical after finishing with them<br>• Storing machinery away in the correct place<br>• Learns the function, purposes, and limitations of new equipment, and practices using it<br>• Routinely inspects equipment and adheres to the proper maintenance schedule |

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| | • Follows safety and other regulations when handling and operating equipment<br>• Uses equipment for its intended purpose only, protecting it from damage and misuse<br>• Responds quickly to malfunctions, seeking assistance as needed and ensuring equipment is fully operational prior to using it again<br>• Accurately sets up and calibrates tools and machines<br>• Can foresee and address potential problems and faults before they turn into larger issues. |
| **DATA RECORDING** | • Where required, records all animal health treatments administered and ensures animals are marked according to the standard operating procedures<br>• Observes and records cows in season<br>• Observes and records cows calved<br>• Records fertiliser applications accurately and in a timely fashion<br>• Records effluent applications accurately and in a timely fashion<br>• Records spraying applications accurately and in timely fashion<br>• Records any other associated information as per standard operating procedures or as instructed by the Manager<br>• Is suitably proficient in necessary computer programmes such as MS Word and MS Excel to develop and deliver necessary documentation and reporting |
| **PEOPLE – TEAM RESPONSIBILITES** | • Acts as an effective team member, including communicating effectively with entire team<br>• Uses appropriate language and demonstrates appropriate behaviour for the circumstance<br>• Supports junior staff/casuals with their learning and development and can train them in basic skills<br>• Committed to learning new skills and attending appropriate training as agreed with the Manager |
| **HEALTH AND SAFETY** | Complies with all H&S requirements as directed by the Manager and/or other senior members of staff, including<br>• Complying with farm H&S policies and procedures, including the wearing of all personal protective equipment<br>• Addressing minor hazards and seeks assistance when required<br>• Promptly notifies the Manager of new hazards<br>• Notifying the Manager of any accident or near miss accident, (injury or non-injury) and complete an Accident Report promptly<br>• Maintains a tidy workplace<br>• Models a positive H&S and Wellbeing culture<br>• Holds themselves and others to account |
| **RESEARCH TECHNICAL SUPPORT** | Provide support to the research technical teams as required. This will include implementing research protocols as per specific scientific requirements such as:<br>• Agronomical sampling and botanical processing<br>• Animal manipulations and sampling<br>• Data recording and electronic data entry |

# Career level competencies – Team Member

| Competency | Descriptor/Evidence |
|---|---|
| **PRIORITY SETTING/TIMELY DECISION MAKING** | Spends his/her time and the time of others on what is important; can prioritise effectively. Is punctual, prepared, and adaptable to change. Makes decisions in a timely manner, sometimes with incomplete information. |
| **DRIVE FOR RESULTS** | Results oriented; can be counted on to deliver goals successfully; is constantly and consistently striving to achieve, holds self and others to account. Will openly share failures which help themselves and others to learn and grow. |
| **INTERPERSONAL SAVVY** | Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation. Builds constructive and effective relationships. |
| **PROBLEM SOLVING** | Uses initiative and experience to problem solve issues, seeks help and support for more complex problems. Looks beyond the obvious and is willing to try new things, does not necessarily stop at the first answer. |