



# DAIRYNZ Position Description

## Research Farms Operations Manager

### Position

<b>Position Title:</b> Research Farms Operations Manager	<b>Reports to:</b> Science Support Manager
<b>Direct Reports:</b> 2, with 12 in-direct reports	<b>Career Level:</b> 3
<b>Budget:</b>	<b>Revenue:</b>
<b>Management Position:</b> Yes	<b>Delegated Authority:</b>

### Purpose of DairyNZ

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

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

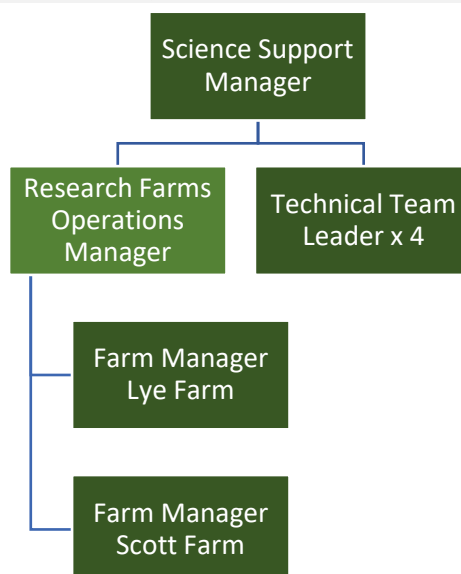
That's why we exist for farmers, working alongside them and others to leverage our collective strength and create purposeful change.

### Purpose of the position

To support the Science Support team by providing operational leadership and coordination across the DairyNZ research farms, ensuring farm operations, research delivery, animal welfare and staff capability are effectively managed.

The Research Farms Operations Manager provides oversight across both farms, enabling Farm Managers to deliver strong day-to-day farm performance while ensuring the sites operate as a cohesive research system. The role works closely with farm and science teams to coordinate people, animals, feed, equipment and infrastructure to support efficient operations and successful research delivery.

### 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 Operations Oversight	<ul style="list-style-type: none"> <li>• Apply strong knowledge of New Zealand dairy farming systems and industry best practice to guide effective farm system performance.</li> <li>• Provide operational oversight across both farms, supporting Farm Managers to deliver effective day-to-day farm operations including milking, stock management, pasture management and team coordination.</li> <li>• Ensure high standards of animal welfare and husbandry across both farms, supporting Farm Managers to provide appropriate care and timely interventions in line with DairyNZ ethical standards.</li> <li>• Ensure animal records are accurately maintained including stock numbers, breeding, transfers, weights and milk production.</li> <li>• Maintain oversight of pasture and feed management across both farms, ensuring grazing strategies and feed allocation align with research requirements and seasonal conditions.</li> <li>• Understand operational requirements associated with research trials involving animals and ensure appropriate escalation and communication with science teams where required</li> </ul>
Farm Infrastructure, Machinery and Technology	<ul style="list-style-type: none"> <li>• Maintain strong knowledge and oversight of farm infrastructure, machinery, milking systems and technologies across both research farms.</li> <li>• Coordinate repairs and maintenance priorities to minimise disruption to farm operations and research trials.</li> <li>• Ensure staff are trained in the safe and effective use of farm equipment and technologies, promoting best practice and minimising avoidable maintenance costs.</li> <li>• Maintain oversight of infrastructure and capital assets, identifying improvement opportunities and planning maintenance requirements.</li> </ul>
Research Support	<ul style="list-style-type: none"> <li>• Maintain operational oversight across both research farms to ensure staff, animals, feed, equipment and infrastructure are coordinated effectively.</li> <li>• Work with Farm Managers to allocate and share resources across sites to improve efficiency and minimise duplication.</li> <li>• Support effective communication and collaboration between farm teams to maintain a connected “one farm team” culture across both locations.</li> <li>• Provide operational support and problem solving when complex farm or research challenges arise.</li> </ul>
Budget Management	<ul style="list-style-type: none"> <li>• Set and manage farm budgets in conjunction with Farm Managers, ensuring expenditure remains within agreed limits.</li> <li>• Report any projected under or overspend to the Science Support Manager and DairyNZ Financial Accountant.</li> </ul>
Reporting and Compliance	<ul style="list-style-type: none"> <li>• Provide reporting on projects, trials and expenditure as required.</li> <li>• Ensure operational and research data is recorded accurately and reliably, recognising the additional reporting requirements of research farms.</li> <li>• Maintain oversight of operational reporting including asset registers, animal records, stock reconciliations, health and safety documentation and budgets.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support external compliance and audit processes associated with operating as a milk supplier and research farm, including regulatory and environmental requirements.</li> </ul>
Extension and Technology Transfer	<ul style="list-style-type: none"> <li>• Support Scientists and Farm Managers in communicating research outcomes and practical insights from the research farms.</li> <li>• Contribute to the extension of research findings to farmers, industry groups and visitors.</li> <li>• Participate in presenting research and farm system insights at conferences, field days and discussion groups where appropriate.</li> <li>• Support farm visits, demonstrations and field days, ensuring the farms present DairyNZ research and farm practices to a high professional standard.</li> </ul>
People Leadership & Development	<ul style="list-style-type: none"> <li>• Communicate the strategy and direction for the farms, ensuring team members understand how their work contributes to DairyNZ goals.</li> <li>• Lead, develop and retain a capable team through effective people leadership, coaching and performance management.</li> <li>• Foster a strong team culture that supports collaboration, capability development and high performance.</li> <li>• Support Farm Managers to build capable farm teams and strengthen technical farming capability across areas such as animal husbandry, machinery operation, research protocols and farm systems.</li> <li>• Build strong relationships with internal and external stakeholders including farm staff, scientists, contractors, visitors and industry partners.</li> </ul>
Health, Safety and Wellbeing	<ul style="list-style-type: none"> <li>• Promote a strong health, safety and wellbeing culture across both research farms.</li> <li>• Ensure farm operations, research activities and equipment use comply with DairyNZ health and safety policies, procedures and relevant legislation.</li> <li>• Work with Farm Managers to identify and manage health and safety risks associated with livestock handling, machinery operation, farm infrastructure and research activities.</li> <li>• Ensure incidents, hazards and near misses are reported, investigated and corrective actions implemented.</li> </ul>
How We Work	<ul style="list-style-type: none"> <li>• Support and model DairyNZ values and principles: Respect, Curiosity, Courage and Credibility.</li> <li>• Understand and adhere to company policies and guidelines.</li> <li>• Actively support and contribute to DairyNZ organisational culture of one team.</li> <li>• Actively support and encourage continuous improvement to drive our organisation forward.</li> <li>• Strive to provide a safe and healthy workplace</li> <li>• Role model industry safe working practices</li> <li>• Actively promote DairyNZ Health, Safety &amp; Wellbeing Policies and procedures.</li> <li>• Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management.</li> <li>• Comply with legislative requirements and relevant standards.</li> </ul>

### Key relationships

Internal:	External:
Farm staff	Contractors and sub-contractors
Technician teams	Other research providers
Scientists	Farmers
Corporate Services	Vets
All DairyNZ Staff	Industry stakeholders
	Rural professionals
	Milk supply company

## Qualifications and experience

Essential:	Preferred:
A relevant tertiary qualification	Dairy research farm management experience
Strong knowledge of New Zealand dairy farming systems and best practice farm management, including animal husbandry, pasture management, farm operations and environmental stewardship.	Workforce planning experience on working with science and technical teams
Previous proven experience dairy farming at management level	Budget management experience
Experience in managing small to large teams successfully	Experience working within research, technical or complex farm environments where farm operations must align with research protocols.
High level of relationship management ability	
Has a people focus, experience in coaching for performance	

## Job specific & technical competencies

Category	Descriptor/Evidence
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.
Dairy Farm Expertise	Practical and theoretical expertise, with a foundation at tertiary level and practical experience at a management level. Takes responsibility for increasing expertise and keeping up to date with industry changes and technical knowledge. Undertakes research. Demonstrates strong operational capability across farm systems including animals, pasture, machinery, infrastructure and farm technologies, with the ability to identify issues and coordinate solutions effectively.
Planning	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
Relationship Management	Identifies key stakeholders and activity develops and manages relationships with them. Can utilise relationship to influence. Builds, manages and utilises networks.
Approachability	Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal

	anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
Total Work Systems	Is dedicated to providing organisation or enterprise-wide common systems for designing and measuring work processes; seeks to reduce variances in organisation processes; delivers the highest quality products and services which meet the needs and requirements of internal and external customers; is committed to continuous improvement through empowerment and management by data; leverages technology to positively impact quality; is willing to re-engineer processes from scratch; is open to suggestions and experimentation; creates a learning environment leading to the most efficient and effective work processes.
Collaboration	Actively seeks to collaborate. Can demonstrate successful collaborations. Collaborates when appropriate to do so. Influences with ability to generate cohesion and inspire collaboration within areas of influence.
Budget Management	Is responsible in managing delegated budget and in assessing validity of costs. Raises budget issues with relevant authority.
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.

### Career level competencies – People Leader

Competency	Descriptor/Evidence
<b>DECISION QUALITY</b>	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.
<b>DEVELOPING DIRECT REPORTS &amp; OTHERS</b>	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.
<b>DELEGATION</b>	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.
<b>KEEPING OTHERS INFORMED</b>	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