



FARM MANAGER POSITION DESCRIPTION

PURPOSE

The Farm Manager is responsible for the day-to-day management of the River Gold Dairies Farm with the GM and Farm Owners. The Farm Manager will also be responsible for River Gold's 100ha support block and ensuring management adds value to shareholders by maximising the performance across both properties. The Farm Manager is expected to focus on leading the farm team to deliver results in line with River Gold Dairies values and management policy.

REPORTING

The Farm Manager reports to the Farm Owners and General Manager ("GM") and will work closely with the Senior Leadership Team. The Farm Manager will be expected to foster open communication, the aim there being "no surprises".

KEY RELATIONSHIPS

INTERNAL:	EXTERNAL:
Farm Owners General Manager Farm Dairy Team – River Gold Dairies Senior Leadership Team	Contractors Stakeholders

KEY ACCOUNTABILITIES

INDICATORS OF SUCCESS

1. SENIOR LEADERSHIP TEAM LEVEL

- Decision making informed by accurate management information
- Open and proactive communication supports "no surprises"
- Communication supports active risk management

2. OPERATIONAL LEVEL

- River Gold Dairies achieves;
 - Annual performance targets
 - Efficient utilisation of infrastructure and resource
 - Team engagement in working towards farm goals
 - Commitment to recording and reporting performance
 - Culture of 'continuous improvement'
 - Compliance with all legislative requirements, industry best practice requirements and River Gold policies and procedures

3. EXTERNAL LEVEL

- Strong relationships built with external suppliers and other stakeholders
- River Gold's reputation is enhanced and maintained

KEY RESPONSIBILITIES

BUSINESS MANAGEMENT

TARGET OUTCOMES

- Identify, capture and evaluate key management information for informing strategic and operational decision making and planning
- Working with the GM and farm management team to challenge and refine how the River Gold farm works to achieve effective and efficient outcomes.
- Working with the GM to inform the development of the draft annual operational plan including performance targets and indicators of success for submission to the Board
- Once approved, implement the annual operational business plan within the agreed budget to achieve targets and success criteria
- Regularly reporting to the GM on performance against plan and any variance
- Identify operational business risks early and implement proactive contingency and risk management strategies

ADDITIONAL TARGETS

- Farm Manager 'owns' and reports on implementation of the Farm operational plan
- Communicate proactively and openly with the GM and SLT to ensure "no surprises" communication
- Engage the farm team to ensure values and performance goals are understood, performance against targets regularly updated and discussed and that the team "own" the performance and understand how they contribute to the big picture

PEOPLE

TARGET OUTCOMES

- Compliance with all legislation and River Gold policies and procedures in relation to the employment of people and management of health and safety
- All required work on farm is planned for and delivered
- The team is maintained at an appropriate level with adequate people resources
- Suitably qualified people are recruited when required in accordance with best practice
- Hours of work, rostered time off and leave are recorded and monitored to ensure the farm is meeting best practice requirements
- Team management is proactive, people performance issues are addressed when they occur and correct process is followed
- Any requirement for formal disciplinary action is notified to the GM prior to action being taken
- Contractors and visitors comply with statutory and farm safety policies and procedures

ADDITIONAL TARGETS

- Team engagement is at the level where there is a collective understanding of the farm targets and an understanding of how they contribute to the overall success of the business

- The team is actively engaged in contributing to the day-to-day management of the farm and living a culture of continuous improvement
- The team are inducted to their role and receive a structured orientation and regular feedback on their performance; this feedback needs to be recorded, reviewed and used to support individual training and development plans
- Individual skills and competencies are developed by establishing performance and development goals, coaching performance and providing training and support
- The Farm Manager leads a strong health and safety culture
- Target of nil work days lost through workplace accidents
- People actively seek out employment opportunities at River Gold based on word of mouth recommendation

PRODUCTION

TARGET OUTCOMES

- Production targets and indicators of success set out in the Annual Operational Plan are achieved
- Any risk areas/areas of concern are discussed with the GM and proactively managed
- Identify, capture and evaluate key management information to manage herd feeding, maximize milk production, measure pasture cover, make herd feeding decisions and proactively manage any surplus/deficit, protect pasture quality and avoid pasture damage.
- No milk company fines or production loss
- Dairy Company supply requirements are met at all times
- Resource consent conditions (water and effluent) are complied with at all times
- All River Gold operational policies and procedures are complied with
- Stock are healthy and proactively managed to maximize productive value
- BCS and weight targets are met
- Inputs as set out in the Annual Operational Plan (including nitrogen, irrigation, crops and other supplements) are managed to maintain feed quality and ensure best practice management of inputs (fertilizer, effluent) in accordance with nutrient/environmental management plans

ASSETS

TARGET OUTCOMES

- Meet all recording and compliance requirements of resource consents
- Ensure stock movement records are accurately maintained and up to date
- Accurately report monthly stock reconciliation data and balance annual stock reconciliation
- Contribute to the development of the farms' annual asset and maintenance plans
- Once approved by the Board implement the agreed annual asset and maintenance plan to ensure all plant and equipment is in good repair and in a safe operating state
- Ensure all assets, including irrigation, are regularly maintained in line with manufacturer's specifications and maintenance procedures
- All areas of the property are kept tidy and well presented
- Environmental requirements are met as outlined in the farm environment plan

ADDITIONAL TARGETS

- All farm assets are operated safely and with due care and respect in accordance with policies and industry best practice
 - All plastic and non-perishable materials are disposed of in the appropriate manner and delivered to the relevant collection points
 - All weeds are removed before maturity and disposed of appropriately
 - Team accommodation is kept clean and tidy including gardens and outdoor areas
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FEED

TARGET OUTCOMES

- In conjunction with the GM develop an annual feed budget for the farm, including fertilizer requirements, cropping/re-grassing plans and pasture cover targets
 - Once agreed, deliver the farms' annual budget
 - Feed position is reconciled monthly and reported along with information on variances and remedial action
 - Feed budget adjustments are made monthly and forecasted changes flagged with the GM
 - Contingency plans are in place for adverse weather conditions
 - Animals are fed to optimum levels with the most cost effective feed type (cents MJ/ME/Kg)
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STOCK MANAGEMENT

TARGET OUTCOMES

- Animal health and welfare is managed proactively to achieve or exceed industry best practice standards and meet all legislative requirements
 - Death rates are minimized and are less than targets
 - Planning requirements are completed prior to calving, mating and wintering
 - Plans are implemented and monitored
 - Farm targets for calving, mating and wintering are met
 - All stock are managed and handled in a way that protects the welfare of the animal
 - Animal health strategies are agreed with the GM before being implemented
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FINANCIAL

Financial management for the farms including the provision of relevant, accurate and timely financial reporting.

TARGET OUTCOMES

- Contribute to the development of annual farm budgets which align with the Farm Management Plan
- Once approved by the Board, deliver farm performance in accordance with the annual budget for production and operational expenditure
- Accurate monthly production and operational expenditure financial data is available for SLT for analysis and budgeting
- Accurate monthly operational expenditure variance reports are produced by the 10th of the month and are accompanied by appropriate commentary or notes
- Monitor and interpret cashflow, identify potential issues and make management recommendations to SLT
- Reforecast cashflow as required

RELATIONSHIPS

TARGET OUTCOMES

- Effective communications are developed with the SLT, team, GM, suppliers and stakeholders
- Use appropriate interpersonal styles to inspire and guide the team towards goal achievement, modifying behaviour to accommodate tasks, situations and individuals involved
- Relationships are maintained and any disputes are responded to quickly
- Work effectively with the wider White Gold team and our stakeholders to accomplish goals
- Support community involvement
- Continuing to build a positive image of the business in the local community

ADDITIONAL OUTCOMES

- All reporting (internal and external) is accurate and time deadlines are strictly adhered to

HEALTH AND SAFETY

Comply with all health, safety and wellbeing requirements as directed by the GM or outlined in the farm Health, Safety and Wellbeing policy or procedures. Support business H&S culture and the implementation of the health, safety and wellbeing management system, including;

TARGET OUTCOMES

- Comply with all Health and Safety requirements as outlined in legislation, regulations, codes of practice and industry guidelines and our Health, Safety and Wellbeing management system
- Proactively model behaviours that support our Health, Safety and Wellbeing policies
- Ensure farms have appropriate processes for receiving, considering and responding to information about incidents, hazards, and risks and that information is shared with the SLT
- Work with the GM to ensure appropriate health and safety and people management performance measures are set, reviewed and monitored to drive desirable behaviours, and appropriate resources are allocated to ensure compliance
- Notify the GM of new hazards as identified
- Notify the GM of any accident or near miss accident, (injury or non-injury) and complete an accident or incident report within 24 hours of incident.

OTHER

TARGET OUTCOMES

- Complete any other assignments, projects or responsibilities delegated or assigned
- Respond positively to requests for assistance in other areas, and undertake new work tasks with enthusiasm, interest and good humour
- Commit to a culture of continuous improvement and personal development
- Contribute to the overall goals and objectives of the business through initiative and active team participation

PERSON SPECIFICATION – SENIOR FARM MANAGER

CORE COMPETENCIES

Competency	Definition
Financial acumen	Understands budget process, can read a profit/loss report
Team leadership	Confident leading team with a collaborative approach and effective delegation to achieve a team that is engaged and involved in day to day decision making at a level that matches their knowledge and skill. Team members feel valued and are free to contribute.
Developing others/ maximising performance	Developing subordinates' skills and competencies by planning effective development activities related to current roles. Establishing performance, development goals, coaching performance, providing training and evaluating performance.
Individual leadership/ influencing	Using appropriate interpersonal styles and methods to inspire and guide individuals (direct reports and peers) toward goal achievement, modifying behaviour to accommodate tasks, situations and individuals involved.
Technical/professional knowledge	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping abreast of current developments and trends in areas of expertise. Is aware of gaps in own knowledge and is open to learning to address these.
Analysis and problem solving	Securing relevant information and identifying key issues and relationships for a base of information. Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisation values.
Communication	Clearly expressing ideas effectively in individual and group situations (including non-verbal communication). Supports a 'no-surprises' culture.
Cultural competence and sensitivity	Awareness and knowledge of different cultures. Appreciating and understanding the practices, beliefs and values of different cultures. Adjusting language, approach and interpersonal skills to engage and communicate effectively, building trusting and mutually beneficial relationships.
Internal organisational awareness and collaboration	Ability to identify potential problems and opportunities, perceiving the impact and the implications of decisions on other components of the organisation

QUALIFICATIONS

- A qualification in agriculture, management, commerce or a related discipline is preferred.

KNOWLEDGE, SKILLS & EXPERIENCE

- Proven experience in planning and implementing good practice farm management on large scale operations
- Sound working knowledge of environmental, animal welfare, milk quality and people management compliance requirements
- Proven experience leading a team to deliver targets, including effective delegation skills and confidence training/coaching others
- Outstanding communication skills
- Experience in reporting key farm performance data on a monthly basis
- A 'can do', forward thinker who is looking for the opportunity to grow and develop both themselves and their team

This job description is designed to give an indication of the type of work and performance expected of the jobholder. It does not provide an exhaustive list of duties or performance standards and the jobholder agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the business.