

ASSISTANT MANAGER POSITION DESCRIPTION

PURPOSE

The Assistant Manager plays an important role in supporting the achievement of the farm performance goals. The Assistant Manager assists with the management of daily activities, ensuring the implementation of farm policies and plans. The Assistant Manager will manage daily planning and staff management in the absence of the Farm Manager.

REPORTING

The Assistant Manager will report to the Farm Manager

KEY ACCOUNTABILITIES

INDICATORS OF SUCCESS

1. OPERATIONAL LEVEL

- The Farm achieves;
 - Annual performance targets
 - Team is engaged in working towards common goals
 - Commitment to recording and reporting performance
 - Compliance with all legislative requirements, industry best practice requirements and farm policies and procedures
- Open and proactive communication supports “no surprises”

2. EXTERNAL LEVEL

- Farm’s reputation is enhanced and maintained

KEY RESPONSIBILITIES

PEOPLE

Responsible for assisting the Farm Manager to operate the farm, providing support and supervision of the team and contractors as directed

TARGET OUTCOMES

- The Assistant Manager leads the team in a strong and supportive culture
- Assists with management of employees and contractors, supporting them to safely and productively achieve their daily work plans or services
- Contractors and visitors comply with statutory and farm safety policies and procedures
- Implement employee rosters to ensure all employees have the required days off and hours of work are within targets. Ensure times sheets are up to date and accurate
- In the absence of the Farm Manager, run team meetings as directed
- Support the Farm Manager to identify any potential employee issues and communicate these immediately to the Farm Manager, so these can be addressed before they become serious
- Train and support both new and existing employees as directed, ensuring they feel included and part of the team and have the skills to safely and productively perform their tasks

- Report employee training and achievement to the Farm Manager so the farm training records can be maintained

MILKING

Responsible for supervising milking from paddock to farm dairy as required. This includes implementing routine maintenance schedules, identifying and fixing faults as well as maintaining shed hygiene and milk quality protocols and associated records.

TARGET OUTCOMES

- Manage milk harvesting to optimise quality, efficiency and yield, monitoring milk dockets to identify and troubleshoot issues
- Milking is on time, all milking tasks are completed safely, correctly and efficiently and is stress free for people and animals
- The milking team are trained in, understand and follow the correct milking procedures, including appropriate handling and marking of cows
- Understands and follows withholding periods to manage the impact of these
- All animal health treatments are completed following farm policies and procedures, including ensuring correct treatment, marking and recording is completed
- Any incident that may mean milk could be contaminated is reported to the Farm Manager IMMEDIATELY
- Manage and update all herd records, maintain the dairy company documentation and shed records, ensuring requirements are met and information is accurate and up to date
- Meets milk supply and milk quality requirements and understands grading, troubleshooting as required
- Identify, maintain and fix faults in the milking plant and farm dairy equipment

STOCK MANAGEMENT

Responsible for ensuring all stock are managed in accordance with the industry animal health and welfare guidelines and farm policies and procedures. Responsible for implementing and monitoring health, calving and mating plans and reporting progress. Proactively identifies and treats animal health problems.

TARGET OUTCOMES

- Understands and demonstrates good practice stock management at all times
- Follows industry guidelines and farm policies and procedures when handling stock
- Implements and monitors the animal health plan, records and reports on progress
- Diagnoses and treats all animal health issues; unwell animals are reported to the Farm Manager
- Supports and trains junior staff in good practice stock management and identifying and treating animal health issues
- Monitors calving mobs, diagnoses and manages all calving-related health issues
- Ensures correct calf collection procedures are followed, ensuring wellbeing and safety of people and animals is maintained
- Assist with calf rearing and young stock management as directed
- All calving records are up to date and accurate
- Implements the mating management plan, monitors and reports progress
- Assist with the management of dry stock, including bulls as required; all stock meet target weights and condition
- Maintains accurate, up to date records of all animal health treatments and events

FEED

Responsible for developing, implementing and monitoring the feed budget using seasonal feed requirements. Ensures stock are fed to target.

TARGET OUTCOMES

- Calculates the appropriate feed for stage of lactation and highlight any feeding issues with the Farm Manager
- Determine the feed values of crops and set appropriate feeding levels in conjunction with the Farm Manager
- Implement the feed plan, ensuring correct feeding levels by monitoring pasture covers, feed intakes and cow condition, and discuss appropriate management with Farm Manager
- Manage the introduction of supplements as agreed with Farm Manager, ensuring a high level of utilisation with all animals able to access the feed
- Understand pasture production, fertility and sustainable soil management
- Coordinate any pasture renovation or crop establishment as directed
- Coordinate fertiliser application as per Nutrient Management Programme, ensuring safe application to the correct areas. All records are up to date and accurate
- All feed, fertiliser and irrigation records are up to date and accurate

ENVIRONMENT

Responsible for meeting environmental regulations through management of soil, nutrients, effluent and water efficiency

TARGET OUTCOMES

- Understand the Regional Council compliance requirements
- Farm plan for effluent management is implemented in line with Regional Council requirements and consent conditions.
- Monitor the farm dairy effluent system operation, quickly identifying any issues or potential issues and communicate these to the Farm Manager
- Ensure the farm environment plan is adhered to, and assist with managing the environmental impacts of the farm
- Understand farm environmental risk management policies, ensuring good management practices around nutrient usage are followed by the team
- Complete required recording and reporting, ensuring information is up to date and accurate

HEALTH AND SAFETY

Responsible for following all farm health and safety guidelines as outlined in the Individual Employment Agreement and farm H&S Manual.

TARGET OUTCOMES

- Understands personal responsibilities in relation to H&S
- Lead by example, demonstrating proactive attitude and behaviour towards H&S
- Know how to safely operate and maintain equipment
- Identify and report hazards
- Report near miss incidents and accidents according to the farm H&S policies and procedures
- Manage personal wellbeing, seeking support from team/management as required

FARM EQUIPMENT, VEHICLES & TECHNOLOGY

Responsible for safely using and maintaining farm vehicles and equipment as directed

TARGET OUTCOMES

- Train staff on how to safely erect and maintain fences, both permanent and non-permanent
- Monitor the irrigation and pumping system, repairs minor faults and troubleshoots problems
- Interpret data to gain insights and aid decision-making, teach others how to use smartphones, computers, and other technology-based systems and the different tools and products available to collect data.
- Operate farm vehicles and machinery in accordance with the safety and regulatory obligations.
- Implement the farm routine maintenance schedule for vehicles, plant, machinery and equipment and trains staff on the importance of vehicle hygiene to avoid biosecurity risks

TEAM

Responsible for contributing to an effective team working environment

TARGET OUTCOMES

- Effectively communicate with the Farm Manager and the farm team
- Where required supervises and trains others in the team
- Contributes to team success by sharing information and knowledge that may be useful or important
- Helps others in the team
- Helps to create a fun, supportive environment for the whole team, including relief employees
- Is committed to learning new skills and attending appropriate training as agreed with the Farm Manager and sharing/implementing learnings

MAINTAINING A TIDY WORKPLACE

Take pride in the farm by looking after the farm equipment and environment

TARGET OUTCOMES

- Tools and equipment are put away where they belong as soon as practical after finishing with them
- Dispose of rubbish appropriately
- Store machinery away in the correct place
- Maintain the grounds around the dairy and tanker track
- Ensure accommodation and surrounds are tidy and well maintained
- Maintain quad bike/farm bike and/or any other vehicle or tools provided according to the maintenance schedule and manufacturer's specifications. Notify Farm Manager of breakages or breakdowns immediately
- Complete general farm maintenance and farm development work as directed

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.

PERSON SPECIFICATION

CORE COMPETENCIES

Competency	Definition
Team leadership	Developing skills in leading a team with a collaborative approach and effective delegation. Can support team engagement by involving them 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	Developing subordinates' skills and competencies by providing quality training and a supported learning environment. Able to evaluate performance and identify training opportunities.
Technical 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.
Planning and Organising / Work Management	Can manage own time to get daily tasks completed efficiently. Can organise and direct junior team members to efficiently complete tasks
Quality Orientation/ Attention to Detail	Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job, accurately checking processes and tasks, maintaining watchfulness over a period of time.
Teamwork/ Collaboration	Working effectively with the team to accomplish organisational goals, taking actions that respect the needs and contributions of others, contributing to and accepting the consensus, subordinating own objectives to the objectives of the organisation or team.
Work Standards	Setting high goals or standards of performance for self, open to improving standards as competency increases.
Communication	Expressing ideas clearly in individual and group situations.

KNOWLEDGE, SKILLS & EXPERIENCE

- At least 2 years experience at Herd Manager and 3 or 4 years on farm
- Be a competent stock person able to identify and treat health issues
- Can prepare a feed budget using relevant data and information
- Can work without direction
- Will fit in well with the team and be able to relate to others from different ethnic groups
- Be physically capable of outside working, lifting, standing
- Able to communicate well on all levels
- Holds a current NZ drivers license
- Have a desire to continue to learn and challenge themselves