

# Offrey Farms Ltd.

**O**pportunities, **F**arming for the Future, **F**amily, **R**ural Community, **E**nvironmentally Sustainable, **E**njoy **Y**

## RUN OFF ASSISTANT

### POSITION DESCRIPTION

Offrey Farms Ltd operates a dairy farm milking 500 cows, rearing 100 replacement calves and 300 beef calves. The dairy farm is 252 ha (170ha milking platform) located at Kauana, Winton. The 186ha run off property is located at Dipton. Offrey Farms Ltd is owner operated by John and Clare Officer, supported on the dairy farm by a team of 2 full time employees, complemented by part time employees. The Run Off Assistant will complement this team by taking day-to-day responsibility for the run off (with some travel to the dairy farm – 15kms).

### PURPOSE

The Run Off Assistant plays an important role in supporting the achievement of farm performance goals. The Run Off Assistant understands and takes responsibility for assigned day-to-day tasks on run off including feeding and moving stock, best practice stockmanship and proactive animal health management, tractor work and repairs and maintenance. The Run Off Assistant generally works independently but will be required to work alongside members of the wider team (for example, when drenching animals or during wintering).

The position is based at the run off but the Run Off Assistant will be required to travel to the dairy farm to assist with tractor work and farm maintenance.

The Run Off Assistant role offers variety with approximately a 50:50 split of stock and tractor work.

### REPORTING

The Run Off Assistant will report to the Farm Owners (John & Clare Officer). The Run Off Assistant will be expected to foster open communication, the aim there being “no surprises”. A collaborative approach to sharing knowledge, information and skills is critical.

### KEY RELATIONSHIPS

INTERNAL:	EXTERNAL:
Farm Owners	Contractors
Dairy Farm Team	Suppliers
	Consultants

### KEY RESPONSIBILITIES

#### FARM WORK PLAN

The Run Off Assistant is responsible for:

- collaborating with the Farm Owners, sharing skills and knowledge to identify the agreed work plan.

- achieving agreed operational tasks to a high standard, in a timely manner in accordance with industry best practice and farm policies and procedures.

#### TARGET OUTCOMES

- Skills and knowledge are shared openly with the Farm Owners
- Collaboration with the Farm Owners to identify the agreed work plan, with a focus on continuously improving farm operations
- “Owns” the work plan and takes responsibility for achieving agreed outcomes
- Proactively shares new information and opportunities for continuous improvement

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#### STOCK MANAGEMENT

Best Practice stock management of all stock classes is a key requirement of the Run Off Assistant role. The Run Off Assistant is responsible for managing all stock in accordance with industry animal health and welfare guidelines and farm policies and procedures.

#### TARGET OUTCOMES

- Demonstrates good practice stock management at all times
- Follows industry guidelines and farm policies and procedures when handling stock
- Unwell animals are identified and treated as quickly as possible following farm processes or the Farm Owner is immediately advised if the issue is outside the Run Off Assistant’s capabilities
- Observes animals (including when completing other tasks) and is alert to signs of unwell animals or problems
- Practices safe handling of all stock classes, including calves, cows, bulls etc.
- Assists with seasonal stock management requirements including wintering (shifting animals on crop) as directed by the Farm Owner, working collaboratively with the dairy farm team
- Maintains accurate, up-to-date records of all animal health treatments and events
- All stock are handled in a quiet and calm way
- Animal health and welfare is managed proactively to achieve or exceed industry best practice standards and meet all legislative requirements following the farm’s calendar of events
- Death rates are minimized and are less than targets
- Wintering plans are understood and Offrey Farm’s commitment to best practice management is shared
- Plans are implemented and monitored
- Targets for feed conservation and wintering are met
- All stock are managed and handled in a safe way, appropriate to the stock class (e.g. calves, bulls) and in a way that protects the welfare of the animal
- Animal health strategies are agreed with the Farm Owner before being implemented
- Dead stock are collected and disposed of in a timely manner in accordance with farm policies

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#### FEED

The Run Off Assistant is responsible for following the annual feed plan and implementing best practice management of pasture, crop and supplement for optimal quality and utilisation. The Run Off Assistant must be passionate about good stockmanship and ensuring animals are fed to target.

#### TARGET OUTCOMES

- Understands and implements the farm’s annual feed plan and feed policy including shifting stock and break fences daily during winter (on crop), autumn and spring
- Stock are healthy and proactively managed to maximize productive value
- BCS and weight targets are met for all stock classes
- Assists with allocating feed, including break fencing and feeding out

- Understands correct feeding levels and changing feed needs
- Break fences are put up correctly with adequate power and all area calculations are correct
- No animals break out
- Animals always have access to a clean water supply
- Supplements are fed out as agreed, with wastage minimized and all animals able to access the feed
- Assists with weed control implementing an effective weed control programme
- Assists with feed conservation (e.g. baleage making) as required
- 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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## TRACTOR WORK

The Run Off Assistant will be responsible for tractor work as delegated by the Farm Owner including cultivation (discing, power harrowing, levelling and rolling), mowing, some direct drilling, spreading fertiliser, feeding out and loader work (shifting bales)

## TARGET OUTCOMES

- Assists with cultivation as required
- Assists with crop establishment as required
- Assists with pasture renovation and conservation as required
- Operates tractor and implements safely, in accordance with farm policies and procedures
- Completes day-to-day maintenance of tractor and implements
- Ensures vehicle and machinery services are completed on time in accordance with farm policy
- Breakages or problems are reported to the Farm Owner immediately

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## ENVIRONMENT

The Run Off Assistant must share Offrey Farm Ltd's commitment to best practice environmental stewardship and diligently operating in accordance with our farm environment plans.

The Run Off Assistant is responsible for developing and maintaining an understanding of regulations and requirements for the management of nutrients and water as they relate to the farm

## TARGET OUTCOMES

- Understands regulations and requirements and farm/individual responsibility to comply with these
- Completes fertiliser application as directed according to the Nutrient Management Plan and farm procedures
- Always handles agrichemicals and fertiliser safely and correctly and in line with all relevant regulations and requirements
- Follows farm policy and procedures to achieve efficient water use
- Completes required recording and reporting, ensuring information is up-to-date and accurate
- Observant of the farm environment (including water systems) and immediately resolves issues or advises Farm Owner of concerns
- Bale wrap is collected, separated and stored for disposal/recycling in accordance with farm policies
- Rubbish is collected and recycled/disposed of following farm policies

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## HEALTH, SAFETY AND WELLBEING

The Run Off Assistant must share Offrey Farm Ltd's commitment to healthy and safe work.

The Run Off Assistant is responsible for following all farm health and safety guidelines as outlined in the Individual Employment Agreement and farm Health & Safety Manual.

## TARGET OUTCOMES

- Understands and implements the farm's health and safety policy
- Takes reasonable care for own health and safety and the health and safety of others
- Leads by personal example on all matters of health and safety, influencing good practice and a strong culture
- Arrives fit for work and free from impairment (including from drugs or alcohol)
- Only operates and maintains equipment when trained and safe to do so
- Identifies and reports hazards
- Reports near miss incidents and accidents according to the farm policies and procedures
- Manages personal wellbeing, seeking support from team/management as required
- Proactively reports any health, safety or wellbeing concerns
- Correctly uses, stores and maintains personal protective equipment (including helmets)
- Ensures actions/inactions do not harm self or others
- Actively engages in and contributes to health, safety and wellbeing discussions and training

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## FARM EQUIPMENT, VEHICLES AND INFRASTRUCTURE

The Run Off Assistant is responsible for safely using and maintaining farm vehicles and equipment and for helping maintain and develop the farm infrastructure including fences and planting.

## TARGET OUTCOMES

- Operates farm vehicles and machinery in accordance with safety and regulatory obligations
- Only operates vehicles and machinery when trained and competent
- Knows and follows strategies to avoid hazards and biosecurity risks
- Sets up and safely operates equipment used as part of the day-to-day operation of the farm
- Completes day-to-day maintenance of equipment and vehicles
- Breakages or problems are reported to the Farm Owner immediately
- Completes day-to-day farm maintenance including fencing
- Assists with development work where required
- Assists with farm environmental stewardship projects (e.g. planting)

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## PEOPLE

The Run Off Assistant will often work alone. However, they also need to work effectively with the Farm Owners and the Dairy Farm Team from time-to-time. The Run Off Assistant is responsible for contributing to an effective team working environment.

## TARGET OUTCOMES

- Effective communication with the Farm Owner and the dairy farm team
- Contributes to team success by sharing information that may be useful or important
- Helps others in the team, including training, developing, supervising and supporting less experienced staff
- Helps to create a fun, supportive environment for the whole team
- Commits to learning new skills and attending appropriate training as agreed with the Farm Owner
- Uses appropriate interpersonal styles, modifying behaviour to accommodate tasks, situations and individuals involved
- Relationships are maintained and any disputes are responded to quickly
- Works effectively with the team and our stakeholders to accomplish goals
- Supports community involvement, demonstrating our values
- Continues to build a positive image of the business in the local community

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## MAINTAINING A TIDY WORKPLACE

The Run Off Assistant must take pride in the farm by looking after the farm equipment and environment.

### TARGET OUTCOMES

- Tools, equipment, machinery and vehicles are returned to where they belong as soon as practicable after use
- Disposes of rubbish appropriately, in accordance with farm rules
- Stores machinery away in the correct place
- Completes general farm maintenance and farm development work as directed
- Notifies Farm Owner of breakages or breakdowns immediately
- Farm accommodation and gardens are kept clean and well maintained, with lawns mown and rubbish disposed of appropriately

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## REPORTING

The Run Off Assistant is responsible for ensuring key management information is captured, evaluated, recorded and communicated with the Farm Owner/team to inform decision making and planning

### TARGET OUTCOMES

- Meets all recording and compliance requirements of resource consents
- Ensures stock movement records (including NAIT) are accurately maintained and up-to-date
- Ensures stock records (including births and deaths) are accurately maintained and up-to-date
- Ensures paddock activity records (cultivation, fertilizer application) are accurately maintained and up-to-date
- Accurately reports monthly stock reconciliation data and balances annual stock reconciliation
- Regularly reports to the Farm Owner on performance against plan and any variance
- Records required information in Farm IQ following farm policies and procedures
- Communicates proactively and openly with the Farm Owners to ensure “no surprises” communication

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## OTHER

Undertake other duties as required.

### TARGET OUTCOMES

- Complete any other responsibilities delegated or assigned by the Farm Owners
- Respond positively to requests for assistance in other areas and undertake new work tasks with enthusiasm, interest and good humour
- Contribute to the overall goals and objectives of business through initiative and active team participation

***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
Technical Knowledge	Demonstrated competence in job related areas, including animal husbandry and welfare, feeding and machinery operation, repairs and maintenance
Planning and Organising / Work Management	Can manage own time to get daily tasks completed efficiently.
Quality Orientation/ Attention to Detail	Accomplishing tasks through concern for all areas involved, no matter how small, showing attention to 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.
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

- Excellent stockmanship and a commitment to best practice animal management and welfare with a passion for working with stock
- Strong machinery skills, including the ability to competently operate a tractor, mowers, implements and cultivation equipment with diligence and care
- High attention to detail, with a focus on ensuring the property and its equipment are tidy and well maintained
- Initiative and a willingness to learn new skills and challenge themselves
- A commitment to excellent animal, people and environmental outcomes with a focus on innovation and continuous improvement
- A positive attitude to new technology and a willingness to learn new skills (.e.g auto steer/GPS)
- Strong work ethic, excellent timekeeping and self-management
- Will fit in well with the team and collaborate with the Farm Owners ensuring “no surprises”
- Be physically fit and capable of lifting, standing and working outside
- Able to communicate well on all levels
- Holds a full current NZ drivers’ license