1. POSITION IDENTIFICATION

Name To be appointed

Farm / Station As listed on job advertisement

2. POSITION OBJECTIVE

A dairy production manager is responsible for assisting the manager in the financial and physical performance of the farm and as such will be skilled in all aspects of the farm operations. In this role you will assist in implementing the short and long term business plans. You will be expected to drive the business and work with your Manager to ensure success. You will be required to optimise the farm performance, as a unit and as part of Landcorp’s farm portfolio, in accordance with company policy.

3. ORGANISATIONAL MANAGEMENT STRUCTURE - DAIRY
The following competencies are required on Landcorp farms:

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
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<tbody>
<tr>
<td>Communication</td>
<td>Balancing listening and talking; speaking and writing clearly and accurately; influencing others to communicate openly and honestly; keeping others informed.</td>
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<tr>
<td>Team Work &amp; Coachability</td>
<td>Ability to work as a member of a team; be receptive to feedback; willing to learn new things and share knowledge and skills; embracing continuous improvement. Be part of and contribute to the wider Landcorp portfolio.</td>
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<tr>
<td>Problem Solving &amp; Innovation</td>
<td>Assist in managing for profit by problem solving and finding the best solution to a given problem or situation; collaborate with others to seek input and alternative ideas; think first before acting. Take ownership of your work and think of new ways to do things better, and be willing to share your ideas with others.</td>
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<tr>
<td>Self Management</td>
<td>Be self managing; focus on effective planning and time management as well as prioritisation of tasks; be reliable and maintain work / life balance.</td>
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<tr>
<td>Technical &amp; Practical Skills</td>
<td>Be able to understand and measure, monitor and adapt; seek training opportunities for further development; improve performance in day to day tasks of the role; use technology to improve productivity; be receptive and willing to learn and embrace technology as required of the position and job duties.</td>
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<tr>
<td>People Management</td>
<td>Lead by example; set clear expectations and provide role clarity, be consistent and fair; review progress, develop people; provide feedback and guidance; hold people accountable.</td>
</tr>
<tr>
<td>Administration &amp; Quality Compliance</td>
<td>Keep up to date with administrative and reporting responsibilities required of the position and job duties; comply with company policies and auditing requirements at all times.</td>
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<tr>
<td>Business &amp; Asset Management</td>
<td>Assist and work in conjunction with the Dairy Farm Manager in setting and achieving production and financial targets. Ensure property and associated assets are secure and maintained within seasonal operating budgets.</td>
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</tbody>
</table>
5. PERSON SPECIFICATION
QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

**Qualifications – Desirable:**
As a dairy production manager you will ideally have (as a minimum) a National Certificate in Agriculture (Dairy) Level 2/3 and be working towards one of the higher qualifications identified below:
- National Certificate in Production Management
- National Diploma in Agribusiness Management
- Certificate in Rural Staff Management (or similar when employing staff)
- Diploma in Agriculture
- An agricultural science/management Bachelor’s Degree

**Knowledge, Skills & Experience (Essential):**
The incumbent will:
- have a proven ability and experience and preferably qualifications in dairy herd management systems for the size and complexity of this position;
- have the necessary planning and organisational skills to achieve targets, ability to assist and review operational budgets and carry out Company policies as applicable to this property;
- have an understanding of legislation particularly RMA, OSH and HAZNO requirements pertaining to farming operations;
- be able to provide role clarity and ensure teamwork amongst staff;
- demonstrate a degree of computer literacy with an interest and ability in developing and maintaining herd and pasture recording systems. Use Landcorp systems efficiently ie., Dairy Production Reporting (DPR) and MilkHub technology where installed;
- have the ability to act with tact and diplomacy in motivating and disciplining staff while complying with the requirements of the Employment Relations Act 2000;
- be self-motivated and able to communicate effectively at all levels both within and outside the Company;
- attend appropriate training courses to develop further skills and experience when required, and pass on these skills to train others;
- promote and project a positive attitude towards the Company and its objectives;
- have a current New Zealand full driver’s licence.

**Knowledge, Skills & Experience (Desirable):**
- You will be receptive to learning new technologies to help improve productivity and profitability of the farm.
6. ORGANISATIONAL RELATIONSHIPS/AUTHORITY

ORGANISATIONAL RELATIONSHIPS
Reports to: Dairy Farm Manager
Direct Reports: NIL (however, oversee supervision and day to day operations of dairy staff).

ORGANISATIONAL AUTHORITY
Financial decisions made in the position: NIL.

7. QUALITY AND SAFETY (FarmPride® and Work Safe)

Employees are responsible and accountable for:

- Ensure the farm maintains FarmPride® quality standards
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of hazard/danger, accidents, near misses, and property damage at the workplace
- Ensure the appropriate training and record keeping is undertaken
- Correct use of appropriate safety gear / equipment.

8. GENERAL DUTIES & RESPONSIBILITIES

Feed Production Management
- Assist to plan and allocate feed using feed budgeting techniques to achieve production targets
- Assist to source required supplements and grazing to achieve production targets
- Assist to develop and implement an annual nutrient management plan, with the fertiliser supplier
- Assist to develop and implement cropping and regrassing programme
- Assist to manage weeds and pests to maintain pasture and crops.

Milking
- Ensure effective management of all aspects of the milking process, including plant hygiene and somatic cell count, to maintain grade free standards.

Effluent
- Operate and maintain the effluent system on your farm to all regional council compliance requirements and Landcorp’s additional standards
- Maintain all appropriate effluent management records
- Know what to do when things go wrong.
Animals

- Assist to develop, review and implement animal health programme to maintain good health
- Assist to manage calving and the calf rearing programme to achieve minimal losses and ensure high quality replacements are available for the herd
- Ensure all herd records are maintained
- Adhere to all relevant animal welfare codes.

Business

- Work with the Dairy Farm Manager to help develop the 5 year Business Plan and annual budget
- Monitor seasonal expenditure in line with the budgeted cash flow
- Liaise with key rural professionals e.g. vet, fertiliser rep, stock agents and contractors to ensure smooth operation of the farm
- Assist to ensure company products are presented for sale in line with company policy regarding, quality, quantity and timeliness of delivery and are marketed in accordance with the company marketing policies
- Assist to develop, review and manage repairs and maintenance schedule for all plant, machinery and infrastructure
- Ensure all relevant company policies are understood and adhered to.

Environment

- Assist to manage the farm within consent conditions
- Assist to work within best practice environmental guidelines
- Assist to ensure any development work is undertaken with appropriate consents under the RMA.

People

- Assist to supervise day-to-day activity, organise rosters and schedule tasks/activities that need to be undertaken
- Provide coaching to staff to enable them to competently carry out tasks required of them on farm
- Assist to ensure that Health and Safety policies and procedures adhered to
- Assist to ensure health and safety policies and procedures are understood and adhered to
- Assist to ensure new staff are inducted and aware of company policies and are given role clarity.

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this designated position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role as other duties may be delegated from time to time by the manager.