

## POSITION DESCRIPTION (BLANK)

<insert employee name>

<insert position title>

### 1 ORGANISATIONAL RELATIONSHIPS

**Reports to:** < insert the name of the person the incumbent is directly responsible to>

**Supervises:** <insert the name(s) of the person(s) the incumbent is directly responsible for>

### 2 POSITION SUMMARY

<insert overall statement about the position, how it fits into the farm system and working conditions>

### 3 MAJOR RESPONSIBILITIES

<insert a list of the main areas of responsibility the employee has within this position>

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- 
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### 4 DUTIES

<insert the actual tasks the employee completes as part of the role>

*Milk Harvesting*

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*Animal Husbandry*

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*Feed Management and Delivery*

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*Pasture Production and Cropping*

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*Plant Equipment and Infrastructure Maintenance*

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*Administration*

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**5 SKILLS AND EXPERIENCE (person specification)**

<insert the personal attributes needed to perform the role>

*Skills and knowledge*

- 
- 

*Training and qualifications*

- 
- 

*Work experience*

- 
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**6 PERSONAL COMPETENCY**

*Acceptance of direction*

- Acceptance of direction and code of behaviour within the business.

*Accuracy and eye for detail*

- Demonstration of a concern for accuracy.
- Attention to all requirements of a task and implementation of checking and follow-up.

*Punctuality*

- Ability to be punctual on a regular basis and appropriate communication in the event of being delayed

*Prioritising skills*

- Identification of the important operational requirements of the farming enterprise.  
Implementation of priority tasks within the resource capabilities available.

*Confidence*

- A quality of self-reliance and boldness.
- A confidence and belief in own ideas and opinions and a willingness to express and act upon them.

### *Empathy*

- The ability to perceive and understand the feelings of others.

### *Flexibility to cope with change*

- Demonstration of the ability to instigate, support and cope with change.

### *Handling pressure and stress*

- The ability to continue to perform well under pressure or in stressful circumstances.

### *Initiative*

- An ability to take action when enterprise is required.
- Actively seeks out opportunities to make extra contributions to benefit the business.

### *Interpersonal skills*

- The ability to interact appropriately and successfully with people of all different types and at different levels.

### *Listening skills*

- The ability to give close attention to someone, follow instruction and involve in discussion.

### *Teamwork*

- The ability to work with other people towards a common goal.
- To establish effective collaborative relationships with other people in the business.

### *Work ethic*

- The commitment to work within the boundaries of what is a reasonable industry expectation.

### *Communication*

- Ability to communicate clearly and effectively via phone, sms, interpersonally or by email, present ideas and to document activities; to source, read and interpret written information.
- To keep all stakeholders up to date.

## SENIOR FARM HAND (FLH5)

<insert employee name>

**POSITION TITLE:** Senior Farm Hand <farm, herd, pastures, machinery and/or feed>

### 1 ORGANISATIONAL RELATIONSHIPS

**Reports to:** <insert the name of the person the incumbent is directly responsible to>

**Supervises:** <insert the name(s) of the person(s) the incumbent is directly responsible for>

### 2 POSITION SUMMARY

<insert overall statement about the position, how it fits into the farm system and working conditions>

### 3 MAJOR RESPONSIBILITIES

<insert a list of the main areas of responsibility the employee has within this position>

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- 
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### 4 DUTIES

<add or delete duties from the list below>

#### *Milk Harvesting*

- Identify and correct problems in the machine function and operation as they arise. Identify and correct unsafe and unacceptable milking practices. Train others in correct milk harvesting technique. Oversee adherence to quality assurance programs. Organise staff involved with the dairy routine. Oversee the cleaning up procedure and preparation for the next milking.

#### *Animal Husbandry*

- Determine ration and deliver to replacement heifers. Monitor growth rates against targets. Administer drenches, vaccines, mineral supplements and other appropriate animal husbandry. Organise mating program for rising 2 year olds.
- Select cows for AI, assist with semen selection. Thaw and inseminate. Mark inseminated cows and keep insemination records. Apply heat detection aids, identify, record, mark and draft cows on heat, segregate and prepare for insemination.

#### *Feed Management and Delivery*

- Determine pasture availability based on growth rates and rotation length. Oversee its allocation including setting up rotation plan and use of temporary fencing.
- Set up, operate and monitor concentrate feed delivery equipment at dairy and elsewhere on farm. Oversee the processing of concentrates to deliver the prescribed ration. Manage stored feed inventory.

- Determine the most appropriate time to graze fodder crops and organise for the delivery of the selected quantity to the herd.
- Oversee the sourcing and reticulation of water to stock to meet their requirements.

#### *Pasture Production and Cropping*

- Determine paddocks to lock up for forage conservation and the most appropriate time of harvesting.
- Implement the irrigation program including monitoring and maintenance of irrigation equipment.
- Follow weed management policy on farm. Monitor and determine most appropriate treatment for pasture and crop pests.

#### *Plant Equipment and Infrastructure Maintenance*

- Oversee maintenance program for farm vehicles, equipment and implements
- Implement maintenance program for farm buildings including shedding, dairy and dwellings
- Implement the dairy maintenance schedule including replacement of rubberware, routine machine testing and maintenance of equipment.

## **5 OTHER RESPONSIBILITIES**

#### *Milk Harvesting*

- Collect cows from paddock to the dairy using machinery supplied and operate it within the farm guidelines. Set up tracks and gates for next grazing. Bring cows from yard to milking shed according to farm procedure.
- Check and start the milking system, milk cooling, refrigeration, washing and feed system. Cup up cows after attending to appropriate udder hygiene.
- Remove cups from cows following the standard operating procedures (SOP). Prepare and apply teat disinfectant for use according to SOP. Oversee the movement of cows from the dairy.
- Identify cows with clinical mastitis, teat damage, lameness and other illnesses. Follow protocols for the treatment and recording of the condition.
- At the completion of milking, follow the procedures for plant cleaning and the shut down process. Prepare the dairy in readiness for the next milking according to the set guidelines.

#### *Animal Husbandry*

- Identify and treat common ailments of cattle including reproductive disorders, downer cows and lameness. Assist veterinarian when required. Record all treatments to meet quality assurance requirements and farm policy. Follow farm guidelines for storage of appropriate levels of veterinary and animal husbandry supplies.
- Manage the feeding program for springing cows. Regularly observe and attend to animal health needs and assist calving cows.
- Identify and record newborn calves, ensure adequate colostrum intake and adhere to farm procedures for newborn calf management. Organise preparation and sale of bobby calves.

- Prepare and deliver milk and concentrates to reared calves. Observe and treat calves requiring medication. Manage calf groups through to weaning.
- Participate in cattle mustering, drafting, transport and application of herd ID program. Adhere to farm policy on handling and welfare of stock.

*Feed Management and Delivery*

- Load and feed out conserved fodder using farm machinery either in paddock or on feed pad, hay feeders or troughs.

**6 SKILLS AND EXPERIENCE (person specification)**

<insert the personal attributes needed to perform the role>

*Skills and knowledge*

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- 

*Training and qualifications*

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*Work experience*

- 
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