Employee Name: [Insert Employee Full Name]

Position Title: [Insert Employee Position Title. E.g. Farm Hand, Senior Farm Hand]

Position Description

# ORGANISATIONAL RELATIONSHIPS

**Reports to:** [Insert who employee report to – position or person. E.g. Herd Manager, Farm Owner]

**Supervises:** [Insert who employee supervisors – position or person. E.g. Casual Milkers]

# POSITION SUMMARY

The [Position Title] is to assist and support as directed with duties relating to [Insert duties. E.g. milk harvesting and animal husbandry]. The position is to support the [Insert senior position] with all the duties required of the position. Assistance with other day to day activities will be required as and when necessary.

# MAJOR RESPONSIBILITIES

* + E.g. Milk harvesting
  + E.g. Animal husbandry

# DUTIES

## 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.
  + Help ensure the efficient movement of cows from the dairy.
  + Identify and report cows with clinical mastitis, teat damage, lameness and other illnesses stipulated to the Production Manager
  + Assist with the treatment and recording of illnesses according to laid down protocols.
  + At the completion of milking, follow the procedures for plant cleaning and the shutdown process. Prepare the dairy in readiness for the next milking according to the set guidelines.
  + Assist with the identification and correction of problems in the machine function and operation as they arise. Identify and correct unsafe and unacceptable milking practices.
  + Support and train casual staff in the milk harvesting and milking routine.

## Animal Husbandry

* + Where directed 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.
  + Assist as directed with the feeding program for springing cows. Regularly observe and attend to animal health needs and assist calving cows.
  + Assist where necessary the [Calf Manager E.g. Calves and Young Stock Manager] with the identification and recording of newborn calves, ensure adequate colostrum intake and adhere to farm procedures for newborn calf management.
  + Assist as directed with the preparation and delivery of milk and concentrates to reared calves. As directed, observe and treat calves requiring medication. Manage calf groups through to weaning.
  + Assist as directed with drying off cows, apply dry cow treatment according to approved protocol.
  + Participate in cattle mustering, drafting, transport and application of herd ID program. Adhere to farm policy on handling and welfare of stock.

# SKILLS AND EXPERIENCE (person specification)

## Skills and knowledge

* + Prior knowledge and skills relating to milk harvesting are desirable
  + Prior knowledge and skills relating to animal husbandry are desirable
  + .
  + .

## Training and qualifications

* + Previous training and qualifications are not essential but are desirable

## Work Experience

* + Previous work experience is required for this role

# 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.