

DAIRY FARM ASSISTANT

JOB DESCRIPTION



About Us

Pāmu is the brand name for Landcorp Farming Limited. We are a State Owned Enterprise and the largest pastoral farmer in Aotearoa New Zealand managing nearly 360,000ha over 110 farms.

Pāmu manages over 15 stations, 40 livestock farms, 42 dairy units, an orchard, several dairy support blocks, and calf-rearing facilities across the motu. We provide jobs for 630 permanent staff and over any 12-month period, we care for a total of 1.3 million sheep, deer, and cattle.

Our Values

Our values are core to who we are at Pāmu and the way we all work together.



We are Bold

We are bold in our vision, not afraid of the new; always growing and improving for a sustainable future in farming.



We are Genuine

We are genuine, always keeping it real, considering our neighbours and our impact; we are easy to engage with, and we always deliver what we commit to.



We are Grounded

We are proud guardians of our land and our animals, and we are grounded in our connections with these; our proactive protection of the environment ensures a prosperous future for now and for generations to come.



We work Shoulder-to-shoulder

We work together, shoulder-to-shoulder, united as a team to ensure each other's safety and well-being; we bring out the best in each other and the communities we work in.

Purpose of the Role

The Dairy Farm Assistant is responsible for assisting in the management of a dairy herd and the smooth running of dairy operations as directed by the Farm Manager or other senior staff. You will perform a wide range of tasks which help to optimise the farm performance, both as a unit and as part of Pāmu's broader farm portfolio, in accordance with company aims, strategies and operational policies.

Scope and Scale

The Dairy Farm Assistant will report to the Farm Manager as a member of the farm and production team.

Herd size: Varies

Land Area: Varies

Number of Staff: while you won't have any direct reports, we encourage you to mentor junior/new team members.

The key relationships you will have on-farm as a Dairy Farm Assistant will be with:

- Dairy Farm Manager
- Dairy Production Manager

-
- Dairy farm team members including casuals
 - Health, safety and quality advisors

Externally, your key relationships will be with:

- Milk processing company staff
- Farm maintenance contractors

While you won't have any direct decision making authority, you may be required to make minor tactical decisions to ensure safety of people, animal welfare, and environmental compliance.

Key Responsibilities

Health and Safety

- Adhere to Pāmu's Health and Safety policies and procedures at all times
- Identify and report hazards/ danger, accidents, near misses, and property damage at the workplace
- Assist with the induction of new staff so that they are aware of company policies and how to do each task safely
- Actively participate in activities associated with maintaining a safe and healthy workplace (e.g. training, intervening in unsafe practices, toolbox meetings, emergency preparedness)
- Participate in all scheduled training and ensure current records of training are maintained
- Correctly use appropriate safety gear equipment for the task
- Notify the farm manager of any health and safety concerns or improvement opportunities

Environment

- Adhere to Pāmu's environmental policies and plans, and work within best practice environmental guidelines

Animal management

- Implement animal health programme to maintain good herd health
- Assist with 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

Quality systems

- Play an active part in ensuring the farm consistently meets FarmPride® quality standards
- Feed Production
- Assist with any feed planning or the management of feed as required
- Assist with weed and pest control to maintain pasture and crops

Milking

-
- Ensure the effective operation 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 the farm to meet or exceed regional council compliance and Pāmu's internal standards
- Maintain all appropriate effluent management records
- Know what to do when things go wrong

Business

- Maintain good relationships with key rural professionals, e.g. vet, stock agents and contractors to ensure smooth operation of the farm
- Assist in repair and maintenance schedules for all plant, machinery and infrastructure
- Ensure all relevant company policies are understood and adhered to

People

- Play an active role in day-to-day farm activities and scheduled tasks to be undertaken
- Provide coaching, as required, to more junior and/ or newer staff to enable them to competently carry out day to day tasks required of them on farm Initiative and Communication
- Identify and communicate to manager any issues requiring management or relevant to the successful running of the farm. Elevate concerns to the next level if unresolved or still concerned
- Ensure expected standards are understood and met, actively seek clarification where unsure.

Knowledge and Experience

Essential

- Self-motivated, with good use of initiative
- Effective communicator
- Understanding of and interest in dairy farm work and livestock handling
- Demonstrated ability to actively participate in a team-based operation geared to achieving the company's objectives
- Committed to further development to progress skills and experience further, and willingness to assist others development
- Ability to project a positive attitude towards the company and its objectives
- Receptive to learning new technologies to help improve farm productivity and profitability Preferred

Preferred

Achievement of or study toward any of the following NZQA (or equivalent) qualifications:

-
- o National Certificate in Agriculture (Dairy) Level 2,
 - o National Certificate in Agriculture (Dairy) Level 3
 - o National Certificate in Production Management
 - o Diploma in Agriculture
 - o Proven aptitude as a Dairy Farm Assistant (or Shepherd) in keeping with the responsibilities of the role
-