

DAIRY ASSISTANT PRODUCTION MANAGER

JOB DESCRIPTION



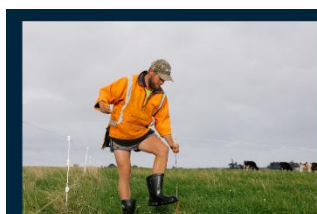
About Us

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.



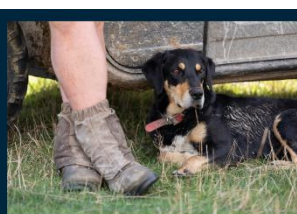
We are Bold

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

Our Dairy Assistant Production Managers are responsible for assisting the farm and production managers in the financial and physical performance of the farm and as such will be skilled in all aspects of the farm operations.

Scope and Scale

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

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 optimize the farm performance, as a unit and as part of Pāmu's farm portfolio in accordance with company policy.

Herd size: Varies

Land Area: Varies

Number of Staff: you may be required to oversee the day to day supervision of dairy staff

The key relationships you will have on-farm as a Dairy Assistant Production Manager 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

Feed Production Management

- Assist to manage weeds and pests to maintain pasture and crops.
- Assist to plan and allocate feed using feed budgeting techniques to achieve production targets

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 Pāmu's additional standards
- Maintain all appropriate effluent management records
- Know what to do when things go wrong.

Animal management

- 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
- Monitor seasonal expenditure in line with the budgeted cash flow
- Assist to liaise with key rural professionals e.g. vet, fertiliser rep, stock agents and contractors to ensure smooth operation of the farm

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- 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 manage repairs and maintenance schedule for all plant, machinery and infrastructure
 - Ensure all relevant company policies are understood and adhered to.

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 Business Manager of any health and safety concerns or improvement opportunities

Environment

- Assist to manage the farm within consent conditions
- Assist to work within best practice environmental guidelines.

People

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

To deputise for the Dairy Production Manager when requested.

Knowledge and Experience

Essential

- A National Certificate in Agriculture (Dairy) Level 2/3 and a minimum of one year's experience or at least two years' experience on a dairy farm
 - Proven ability and experience in dairy herd management systems for the size and complexity of this position
 - Willingness to assist in the preparation and review of operational budgets
 - An understanding of legislation particularly RMA, OSH and HAZNO requirements pertaining to farming operations
 - Ability to provide role clarity and ensure teamwork amongst staff
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- A degree of computer literacy with an interest and ability in developing and maintaining herd and pasture recording systems.
 - Willingness to attend appropriate training courses to develop further skills and experience, and pass on these skills to train others
 - Have the ability to act with tact and diplomacy when communicating with staff
 - Receptive to learning new technologies to help improve farm productivity and profitability

Preferred

- Further higher qualifications in one of the following
 - o National Certificate in Production Management
 - o National Diploma in Agribusiness Management
 - o Certificate in Rural Staff Management (or similar when employing staff)
 - o Diploma in Agriculture o An agricultural science/management Bachelor's Degree
 - Already able to use Pāmu systems efficiently i.e. Dairy Production Reporting (DPR) and Milkhub technology where installed
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