OPERATIONS AND ASSURANCE ANALYST

JOB DESCRIPTION

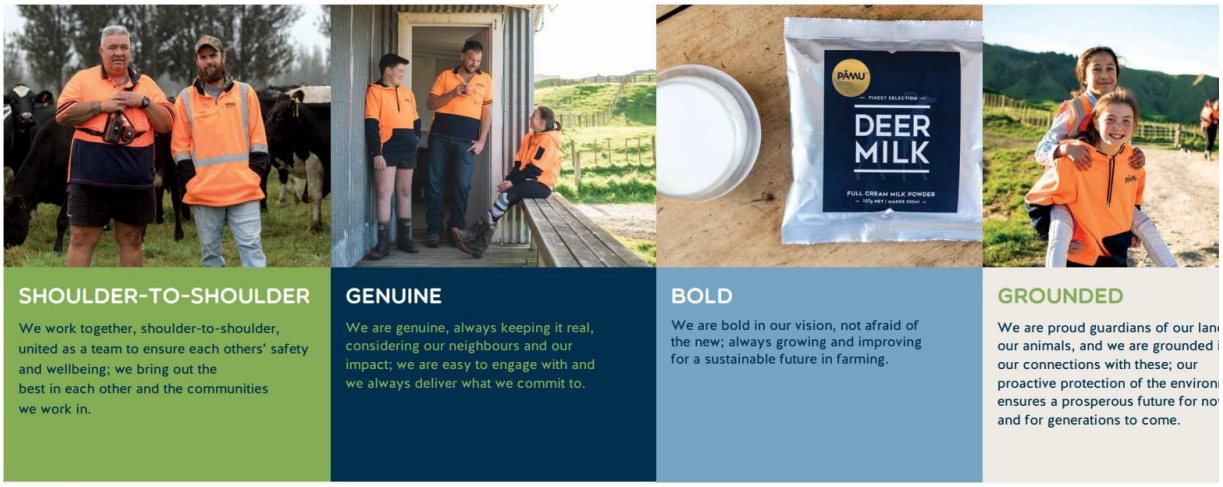
About Us

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.



Purpose of the Role

The Operations and Assurance Analyst is a hands-on and analytical role focused on supporting Farm Manager execution of business-critical data.

You will work shoulder-to-shoulder with Farm Managers and Business Managers to help farms perform at their best—turning information into insight, and insight into action.

The role ensures key farm information and performance indicators are monitored, analysed, and communicated to drive strong decision-making.

You will support safe, healthy, well-run workplaces by maintaining accurate data, supporting effective training, and identifying improvement opportunities. The role contributes to strategic planning, operational improvement, and assurance activities across the farm network—optimising efficiencies, strengthening performance, and embedding robust operational practices.

Scope and Scale

- **Reports to:** Business Manager or General Manager of the region
- **Location:** North Island and South Island
- **Direct Reports:** 0
- **Budget:** 0
- **Delegations:** 0
- **Internal relationships:** GMs, Business Managers, Operations Managers, Farm Managers and staff, Analyst teams, Health & Safety team, Corporate teams, Internal Graziers
- **External relationships:** Contractors, consultants, suppliers, External Graziers, Training Organisations, industry bodies, Regional and Government stakeholders

Key Responsibilities

Farm Information & Data Quality

- Lead and support the collection and validation of key farm information in farm systems (e.g., FMS, Milkhub, Minda, Farmax), including:
  - Pasture and crop growth rates/yields
  - Feed inventory
  - Water usage
  - Financial reporting
  - Benchmarking data
  - Farm system information
  - Animal records and metrics
  - Compliance statistics

- Support on-farm data capture as needed.
- Ensure data quality assurance processes are applied consistently across all farms.
- Support Farm Manager execution of Business Critical Data requirements.
  Maintain and oversee BSC, FMS, and Overseer datasets to ensure accuracy, compliance, and timely updates.
- Ensure NAIT obligations are met, including accurate and timely movement records and compliance reporting.
- Support and coordinate DNA testing processes and requirements as part of genetic improvement and traceability.

Farm Performance & Analytics

- Prepare farm budgets and monthly financial reports (where required)
- Monitor farm performance against KPIs; analyse and provide insights
- Produce benchmarking and performance reports
- Contribute to planning, modelling scenarios, and highlighting improvement opportunities
- Assist with long-term planning, including business plans, annual budgets, and contingency/crisis plans

- Support Business Managers in developing and formatting regional Business Plans
- Work with Farm Managers to support implementation of pasture and stock management aligned to business plans and biological models
- Conduct farm and business performance analysis to support data-driven decision-making.
- Provide budgeting, modelling, and planning support to Farm Managers and Business Managers.

Operational & Compliance Support

- Monitor compliance with stock policies, breeding targets, and production outcomes
- Support environmental performance monitoring and reporting
- Analyse data and use insights to improve compliance
- Produce ad hoc reports and respond to general data queries
- Lead and support audit preparation, management, and oversight across farms.
- Support data-driven compliance enablement across animal welfare, environmental, and operational standards.
- Provide processor programme assurance, ensuring data and operational standards meet processor expectations and programme requirements.
- Oversee and support event administration and management where required to support farm operations.

Health and Safety

- Identify and report hazards, incidents, near misses, and property damage
- Support induction and training to ensure safe work practices
- Participate in safety meetings, emergency preparedness, and required H&S training
- Maintain accurate training records
- Correctly use PPE and equipment
- Raise safety and wellbeing concerns with the Business Manager

Livestock

- Manage the growth and development of young stock against targets from weaning; lead and take accountability with Internal and External Graziers within grazing contract guidelines
- Ensure appropriate animal health programmes are in place; monitor and report on animal welfare standards
- Ensure compliance with NAIT animal movement and traceability requirements.
- Support DNA testing processes and integrate results into farm system records.
- Maintain and manage relationships with external calf rearers, ensuring performance reporting, contract adherence, and data accuracy.

Other

- Build strong, collaborative relationships across Pāmu teams and with external partners

- Coordinate and organise training events and discussion groups
- Support staff education and technical development
- Train staff in farm management systems (FMS) and provide ongoing support
- Maintain required administrative, auditing, and reporting responsibilities
- Ensure compliance with all relevant company policies
- Support business planning, including the annual Business Plan
- Support on-farm teams with insights to improve compliance and performance
- Assist with projects as required
- Engage with external partners and stakeholders as required
- Undertake any other reasonable tasks as requested

Knowledge and Experience

Essential

- Tertiary qualification in agriculture, commerce, or similar OR 3+ years' experience in a related role
- Strong understanding of farming systems
- Advanced computer literacy (Excel, Word, reporting tools) and ideally farm system platforms
- Strong analytical and problem-solving skills
- High attention to detail
- Practical, flexible, and initiative-driven approach
- Excellent organisational and time management skills
- Strong interpersonal and communication skills, with the ability to build relationships at all levels
- Cultural awareness, including sensitivity to iwi and Māori perspectives
- Clear written and verbal communication
- Full New Zealand driver's licence

Preferred

- Tertiary qualification in a relevant discipline and at least five years' experience in an organisation with dispersed workforce
- Experience in high-risk work environments
- Knowledge and experience in Health and Safety online systems
- Previous contractor management experience.