

# DAIRYNZ Position Description

## Senior Farm Assistant

### Position

**Position Title:** Senior Farm Assistant  
**Direct Report:** Nil  
**Budget:** Nil  
**Management Position:** No

**Reports to:** Units Manager  
**Career Level:** Team Member  
**Revenue:** Nil  
**Delegated Authority:** Nil

### Purpose of DairyNZ

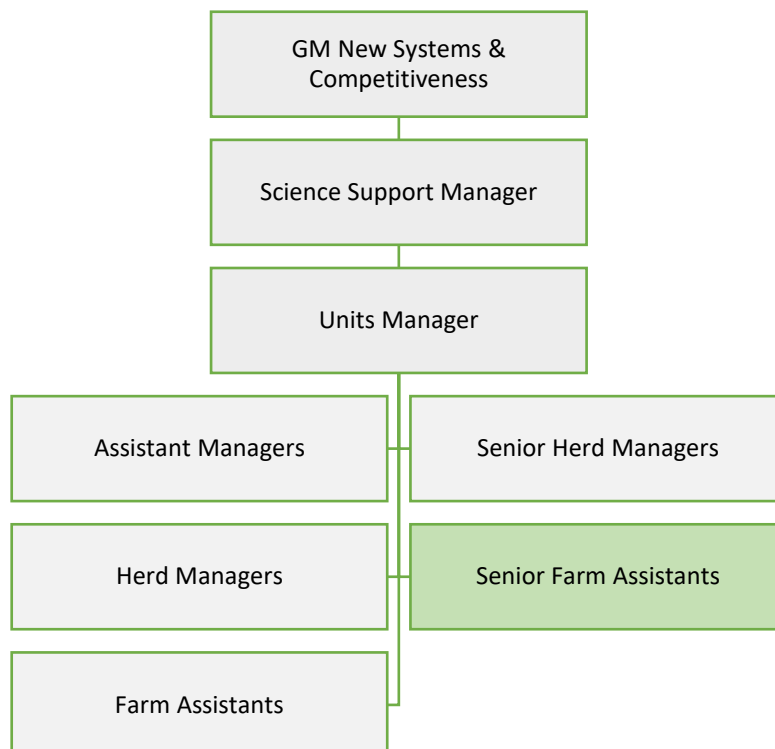
DairyNZ works for New Zealand dairy farmers. Our purpose is to help create a better future for them. We do this through investing in research through to extension to help solve on-farm problems and create new opportunities. Outside of the farm gate we collaborate with a wide range of stakeholders to achieve common goals and help tell the great dairy story.

Our Vision: ***Delivering a better future, for farmers.***  
 This is what we strive for in everything we do and everything we say.

### Purpose of the position

Carries out essential farm duties such as milking, pasture allocation, stock movement as part of DairyNZ’s farming operations. This role also assists enabling research into developing science, systems, and solutions to make New Zealand Dairy farming profitable, competitive, and sustainable.

### Team organisation chart



## Key position deliverables

Key accountabilities of the role to be reflected in the Performance Agreement and Individual Performance Targets:

Key Performance Requirement:	Key Indicators:
Farm Duties	<ul style="list-style-type: none"> <li>Carries out essential farm duties with minimal or no supervision, including but not limited to; milking, feed allocation, pasture management, animal health treatments, operating machinery, data recording, and seasonal stock management such as calving and mating</li> <li>Carries out all animal activities including care and welfare to DairyNZ ethical standards, and the relevant industry codes of practice</li> <li>Assists with ensuring accurate records are maintained and recorded in a timely fashion</li> <li>Uses farm equipment and machinery safely, making sure SOPs and DairyNZ health and safety standards are adhered to</li> <li>Identifies and carries out farm maintenance work that needs doing with minimal direction and/or supervision</li> <li>Carries out all other day to day farm activities, both routine and seasonal to a high standard, both as directed and/or by using own initiative and experience</li> </ul>
Decision Making	<ul style="list-style-type: none"> <li>Uses initiative and experience to problem solve</li> <li>Advises farm manager of any aspects of farm and/or research activity that the position holder cannot resolve, and as soon as practical</li> </ul>
Management and Leadership	<ul style="list-style-type: none"> <li>Contributes to the team's objectives and works as part of the team</li> <li>Leads by example</li> <li>Shows leadership by patiently and reliably training and assisting junior employees with simple skills</li> <li>Can coordinate casual/contract staff with basic farm duties as required (or as directed)</li> </ul>
Planning and Co-ordination	<ul style="list-style-type: none"> <li>Prioritises effectively and works on a number of projects simultaneously</li> <li>Effectively coordinates work with other team members efficiently</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>Contributes ideas and solutions for modifications and improvements</li> <li>Can implement modifications and improvements with minimal supervision</li> </ul>
Provides back-up Research Technical Assistance when required/Technical Knowledge	<ul style="list-style-type: none"> <li>Assists in conducting experimental work according to a protocol</li> <li>Records results accurately</li> <li>Comply with DairyNZ Animal Ethics policy, Animal Welfare Act and Code of Recommendations</li> <li>Can accurately report back and prepare simple reports for project managers as required</li> </ul>

How We Work	<ul style="list-style-type: none"> <li>• Supports and models DairyNZ values and principles: Respect, Curiosity, Courage and Credibility</li> <li>• Understands and adheres to company policies and guidelines</li> <li>• Takes appropriate action to ensure correction of any condition or practice, which may cause harm to yourself, others, or the environment.</li> <li>• Actively participates and supports DairyNZ Health, Safety &amp; Wellbeing Policies and procedures.</li> <li>• Actively supports and encourages continuous improvement to drive our organisation forward</li> <li>• Is proactive about seeking out opportunities for learning and development and discussing these with their Manager</li> <li>• Strives to provide a safe and healthy workplace</li> </ul>
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### Key Relationships

Internal:	External:
Farm Team Members	Farmers
Scientists	Rural Professionals
Research Technicians	Suppliers & Contractors

### Qualifications and experience

Essential:	Preferred:
NZEA Level 2	A relevant tertiary or Primary ITO qualification
At least two years' previous dairy farm experience	Practical working knowledge of scientific techniques and methodologies
Sound animal handling skills	Understanding of the NZ dairy industry
Physical fitness	
Full New Zealand Drivers licence	
Self-motivation, drive, initiative, and willingness to learn	
Ability to work independently and within a team environment	
Good organisational skills	
Good communication skills – verbal and written	
Interest in research	
Ability to recognise problems and refer them to the appropriate person	
High attention to detail	
Ability to drive an ATV and/or motorbike	
Ability to safely operate machinery including tractor and common tractor implements	

## Job specific & technical competencies

Category	Descriptor/Evidence
<b>MILKING – MILK PRODUCTION AND QUALITY</b>	<p>Can manage milking duties with little or no supervision, including:</p> <ul style="list-style-type: none"> <li>• Arriving on time to set up equipment</li> <li>• Arriving on time to get the cows in</li> <li>• Carrying out milking and teat spraying</li> <li>• Hosing down yards and bail area on the completion of milking</li> <li>• Cleaning and maintaining the farm dairy, plant, and equipment, to the standard outlined by the Manager or the standard operating procedures</li> <li>• Shutting away the cows</li> <li>• Maintaining hygiene and cleanliness standards in and around the Dairy</li> <li>• Ensuring animal health treatment guidelines and relevant milk withholding periods are understood and correctly implemented</li> <li>• Assists junior staff and casuals with implementing efficient milking practices to ensure only milk of the finest quality is presented for collection</li> </ul> <p>Understands the importance of producing high quality milk.</p>
<b>ANIMALS - STOCK MANAGEMENT, ANIMAL HEALTH &amp; WELFARE</b>	<p>Consistently demonstrates good stock management practices and correctly implements animal health treatments with little or no supervision, including:</p> <ul style="list-style-type: none"> <li>• Identifying and assisting with the treatment of mastitis in cows</li> <li>• Identifying and assisting with the treatment of lameness in cows</li> <li>• Identifying and assisting with treatment of other common animal health problems, such as metabolic issues, calving difficulty, and bloat.</li> <li>• Moving and handling animals in an acceptable way at all times</li> </ul> <p>Assists with all seasonal requirements, including:</p> <ul style="list-style-type: none"> <li>• Assisting with all calving and calf rearing requirements</li> <li>• Assisting with all mating requirements</li> <li>• Assisting with all wintering requirements</li> </ul> <p>Assists with all other stock management, including:</p> <ul style="list-style-type: none"> <li>• Assisting with the management of young stock as required</li> <li>• Assisting with the management of dry stock, including bulls as required</li> <li>• Reporting any instances that require further action</li> </ul> <p>Ensures Animal Ethics requirements are followed</p>
<b>PASTURE MANAGEMENT &amp; FEEDING</b>	<p>Assists with pasture management and feeding of stock, including:</p> <ul style="list-style-type: none"> <li>• Understanding and following grazing plans</li> <li>• Ensuring stock are shifted to the correct paddock/location</li> <li>• Feeding out using farm machinery</li> <li>• Accurately setting up break fences for pasture/crop allocation as detailed</li> <li>• Applying fertiliser as directed</li> <li>• Implementation of weed control programme</li> <li>• Assisting with farm walks to collect pasture growth information as required</li> </ul> <p>Understands the importance of good pasture and feed management for optimising feed quality and utilisation</p>

<b>ENVIRONMENTAL MANAGEMENT</b>	<p>Assists with all environmental compliance requirements, including:</p> <ul style="list-style-type: none"> <li>• Knowing the effluent and nutrient management systems for the farm</li> <li>• Ensuring effluent is managed as per instructions, including all recording requirements</li> <li>• Adheres to environmental restrictions as outlined by farm policy and/or council regulation</li> <li>• Disposing of waste/rubbish appropriately e.g., agricultural chemicals, silage wrap</li> </ul> <p>Understands the importance of good environmental management practices and can identify and report to manager potential areas of concern.</p>
<b>MACHINERY AND EQUIPMENT</b>	<p>Looks after and operates the farm machinery and equipment, including:</p> <ul style="list-style-type: none"> <li>• Putting tools and equipment and machinery away where they belong as soon as practical after finishing with them</li> <li>• Completing general farm maintenance and farm development work</li> <li>• Learns the function, purposes, and limitations of new equipment, and practices using it</li> <li>• Routinely inspects equipment and adheres to the proper maintenance schedule</li> <li>• Follows safety and other regulations when handling and operating equipment</li> <li>• Uses equipment for its intended purpose only, protecting it from damage and misuse</li> <li>• Responds quickly to malfunctions, seeking assistance as needed and ensuring equipment is fully operational prior to using it again</li> <li>• Accurately sets up and calibrates tools and machines</li> </ul>
<b>DATA RECORDING</b>	<ul style="list-style-type: none"> <li>• Where required records all animal health treatments administered and ensures animals are marked according to the standard operating procedures</li> <li>• Observes and records cows in season and calved</li> <li>• Records fertiliser applications, effluent applications and praying applications accurately and in a timely fashion</li> <li>• Records any other associated information as per standard operating procedures or as instructed by the Manager</li> </ul>
<b>PEOPLE – TEAM RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Acts as an effective team member, including communicating effectively with entire team</li> <li>• Uses appropriate language and demonstrates appropriate behaviour for the circumstance</li> <li>• Supports junior staff/casuals with their learning and can train them in basic skills</li> <li>• Committed to learning new skills and attending appropriate training as agreed with the Manager</li> </ul>
<b>HEALTH AND SAFETY</b>	<p>Complies with all H&amp;S requirements as directed by the Manager and/or other senior members of staff, including</p> <ul style="list-style-type: none"> <li>• Complying with farm H&amp;S policies and procedures, including the wearing of all personal protective equipment</li> <li>• Addressing minor hazards and seeks assistance for when required</li> <li>• Promptly notifies the Manager of new hazards</li> <li>• Notifying the Manager of any accident or near miss accident, (injury or non-injury) and complete an Accident Report promptly</li> <li>• Maintains a tidy workplace</li> <li>• Models a positive H&amp;S and Wellbeing culture</li> </ul>

<b>RESEARCH TECHNICAL SUPPORT</b>	<p>Provide support to the research technical teams as required. This will include implementing research protocols as per specific scientific requirements such as:</p> <ul style="list-style-type: none"> <li>• Agronomical sampling and botanical processing</li> <li>• Animal manipulations and sampling</li> <li>• Data recording and electronic data entry</li> </ul>
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### Career level competencies – Team Member

Competency	Descriptor/Evidence
<b>PRIORITY SETTING/TIMELY DECISION MAKING</b>	Spends his/her time and the time of others on what is important; can prioritise effectively. Is punctual, prepared, and adaptable to change. Makes decisions in a timely manner, sometimes with incomplete information.
<b>DRIVE FOR RESULTS</b>	Results oriented; can be counted on to deliver goals successfully; is constantly and consistently striving to achieve, holds self and others to account.
<b>INTERPERSONAL SAVVY</b>	Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation. Builds constructive and effective relationships.
<b>PROBLEM SOLVING</b>	Uses initiative and experience to problem solve issues, seeks help and support for more complex problems. Looks beyond the obvious and does not necessarily stop at the first answer.