

## JOB SPECIFICATION

### POSITION DESCRIPTION

**Position:** Farm Assistant

**Responsible to:** Farm Manager/Owner

**Purpose:** The Farm Assistant is required to work as part of the team to implement the agreed farm management plan, completing all tasks as required. It is expected that the Farm Assistant will understand the farms targets and help to implement the activities that will mean the business can meet those targets.

<i>Key Tasks</i>	<i>Performance Standards</i>
<p><b>Milk production – feeding</b> Assist with the feeding of stock as directed by Farm Manager or according to the requirements outlined in the farm systems manual, including:</p> <p>Feeding out and setting up break fences</p> <p>Implementation of an effective weed control programme</p> <p>Assisting with farm walks to collect pasture growth information</p> <p>Assisting with any pasture renovation programme</p> <p>Assisting with any crop establishment programme</p> <p>Applying fertiliser as per nutrient management programme</p> <p>Implementing irrigation requirements</p> <p>Assisting with conservation of feed</p>	<p>Fences put up in correct place and in the correct way. Check power is working and fence is live. No cows break out. Check cows will have water.</p> <p>Feed out as per instructions so wastage is minimised and all cows will have access to feed.</p> <p>No weed to reach flowering stage, minimal weeds visible on farm</p> <p>Farm walk completed as agreed with Farm Manager, accurate pasture information collected</p> <p>Carry out instructions when assisting with pasture renovation or crop establishment</p> <p>Fertiliser applied to the correct areas at the correct rates. All paperwork completed</p> <p>Irrigation system operated in an efficient way, minimizing water wastage</p>
<p><b>Milk production – milk harvesting</b> Assisting with milking as directed by Farm Manager or according to the requirements outlined in the farm systems manual, including:</p> <p>Arriving on time to set up equipment</p> <p>Arriving on time to get the cows in</p> <p>Carrying out milking and teat spraying</p> <p>Hosing down yards and bail area on the completion of milking</p>	<p>Dairy is always set up before the cows arrive</p> <p>Cows arrive on time to dairy, having walked at their own pace.</p> <p>Milking is completed to standards required, including all cows are milked appropriately, marked cows dealt with as per Farm Manager instructions or farm systems manual requirements. All cows are teat sprayed before they leave the dairy.</p> <p>The dairy, including bails and yard are cleaned as instructed.</p>

<p>Cleaning and maintaining the farm dairy, plant and equipment, to the standard outlined by the Farm Manager or the farm systems manual.</p> <p>Shutting away the cows.</p>	<p>Dairy plant and equipment is cleaned and maintained according to instructions</p> <p>Cows are always shut away after milking.</p>
<p><b>Milk production – milk quality</b> Assist farm to achieve continuous grade free seasons, by:</p> <p>Helping to ensure only milk of the finest quality is presented for collection</p> <p>Contribution to dairy hygiene and achievement of milk quality</p> <p>Assisting with maintaining hygiene and cleanliness standards in and around the dairy</p> <p>Assisting to maintain the Dairy Company Policy Manual</p>	<p>Dairy procedures are always followed so only milk of the finest quality is presented for collection</p> <p>Any incident that may mean milk could be contaminated is reported to farm manger immediately</p> <p>All dairy hygiene requirements and standards are met</p> <p>Dairy Company Policy Manual is always up to date.</p>
<p><b>Stock management – animal health and welfare</b> Assisting with the management of the animals on farm as directed by Farm Manager or according to the requirements outlined in the farm systems manual, including:</p> <p>Identifying and assisting with the treatment of mastitis in cows</p> <p>Identifying and assisting with the treatment of lameness in cows</p> <p>Identifying other animal health problems and reporting these immediately to the Farm Manager</p> <p>Reporting any incidences of bloat or suspected bloat immediately to Farm Manager</p> <p>Moving and handling animals in an acceptable way at all times</p>	<p>Unwell animals are identified and treated quickly</p> <p>All unwell animals are reported to Farm Manager</p> <p>Farm staff stay alert for signs of unwell animals at all times, including when passing animals in the paddock, getting cows in for milking, etc.</p> <p>All stock are handled in a quiet and calm way</p>
<p><b>Stock management – seasonal management requirements</b> Assist with all seasonal requirements as directed by Farm Manager or outlined in the farm systems manual:</p> <p>Assisting with all calving requirements</p> <p>Assisting with all mating requirements</p> <p>Assisting with all wintering requirements</p> <p>Reporting any instances that require further action</p>	<p>Stock are managed as outlined by the Farm Manager or the farm systems manual, management is appropriate for the time of the year</p>

<p><b>Stock management – other stock management requirements</b>  Assist with all stock management as directed by Farm Manager or outlined in the farm systems manual:</p> <p>Assisting with calf rearing as required</p> <p>Assisting with the management of young stock as required</p> <p>Assisting with the management of dry stock, including bulls as required</p> <p>Reporting any instances that require further action</p>	<p>Healthy calves are reared that meet target weights</p> <p>Young stock are well grown animals to be proud of</p> <p>Dry stock are well looked after and are fit for purpose, e.g. bulls are a good weight prior to mating</p>
<p><b>Stock management – recording</b>  Identifying and assisting with treatment of mastitis in cows</p> <p>Identifying and assisting with treatment of lameness in cows</p> <p>Identifying other animal health problems and reporting these immediately to the farm manager</p> <p>Reporting any incidences of bloat or suspected bloat immediately to farm manager</p> <p>Moving and handling animals in an acceptable way at all times</p> <p>Recording other treatments as required</p> <p>Observing and recording cows in season</p> <p>Observing and recording cows calved</p> <p>Recording any other associated information as per farm systems manual or as instructed by Farm Manager</p>	<p>Unwell animals are identified and treated quickly following farm protocols</p> <p>All unwell animals are reported to farm manager</p> <p>Stay alert for signs of unwell animals at all times, including when passing animals in the paddock, getting cows in for milking, etc.</p> <p>All stock are handled in a quiet and calm way</p> <p>Always observant when with the cows, writing down and telling the Farm Manager any information that may be useful, for example, cows that look like they may be coming in season</p>
<p><b>Environmental management</b>  Assist with all environmental compliance as directed by Farm Manager or outlined in the farm systems manual, including:</p> <p>Knowing the effluent and nutrient management systems for the farm</p> <p>Ensuring effluent is managed as per the instructions, including all recording requirements</p> <p>Ensuring all environmental restrictions are</p>	<p>Knows the farm effluent system and can identify any common problems with the system</p> <p>Observant of the effluent system and report to Farm Manager if anything is not operating as it should</p> <p>Any issues or potential issues are quickly identified and communicated to the Farm Manager</p> <p>Actions or inactions are such that you do not cause any breaches of the farm environmental requirements</p>

<p>adhered to</p> <p>Knowing the Regional Council compliance Requirements</p>	
<p><b>Team responsibilities</b></p> <p>Effectively communicate with Farm Manager as required</p> <p>Act as an effective team member, including communicating effectively with entire team Support relief staff in their duties in the absence of the Farm Manager</p> <p>Committed to learning new skills and attending appropriate training as agreed with Farm Manager</p>	<p>Contribute to the team, letting others know information that may be useful or important</p> <p>Help to create a fun, supportive environment to work in</p> <p>Help out others in the team if needed</p> <p>Have a good attitude to learning new things and using this knowledge</p>
<p><b>Health and safety</b></p> <p>Comply with all health and safety requirements as directed by Farm Manager or outlined in the health and safety manual, including:</p> <p>Complying with the requirements of the Health and Safety in Employment legislation</p> <p>Complying with farm health and safety policies and procedures, including the wearing of all personal protective equipment</p> <p>Notifying Farm Manager of new hazards as Identified</p> <p>Notifying the Farm Manager of any accident or near miss accident, (injury or non-injury) and complete an accident report</p>	<p>Understand and meet obligations as required of the Health and Safety in Employment legislation</p> <p>All farm health and safety policies are complied with, including wearing of helmets and other personal protective equipment</p> <p>All new hazards are identified quickly and the Farm Manager is notified as soon as possible. If possible isolate new hazards until the Farm Manager can eliminate or minimise it</p> <p>All accidents or near miss accidents are reported to the Farm Manager and the appropriate paper work is completed</p>
<p><b>Maintain a tidy workplace</b></p> <p>Look after the farm equipment and environment as directed by the Farm Manager or outlined in the farm systems manual, including:</p> <p>Putting tools and equipment away where they belong as soon as practical after finishing with them</p> <p>Disposing of rubbish appropriately</p> <p>Storing machinery away in the correct place</p> <p>Maintaining the grounds around the dairy and tanker track</p> <p>Ensuring accommodation, garden and section areas are maintained in a tidy, well presented state</p> <p>Completing general farm maintenance and farm development work as directed, notify Farm</p>	<p>All tools and equipment are where they belong unless they are being used</p> <p>There is no rubbish lying around anywhere on farm (including at the accommodation)</p> <p>Machinery is kept in its correct place</p> <p>The grounds around the dairy and tanker track are kept tidy and presentable at all times</p> <p>Accommodation and surrounds are tidy</p> <p>Farm maintenance is completed as required All breakages are reported immediately</p> <p>Farm vehicles are well maintained according to the schedule</p> <p>Other tasks are completed in a timely way to the standards required</p>

<p>Manager of breakages/breakdowns immediately</p> <p>Maintaining quad bike/farm bike and/or any other vehicle or tools provided according to schedule, notify Farm Manager of breakages/breakdowns</p> <p>Complete all other tasks as may be reasonably and lawfully requested by Farm Manager, including but not limited to:</p> <p>Working on other grazing farms</p> <p>Managing winter grazing</p>	
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