



## POSITION DESCRIPTION

<b>Employer</b>	Kingsway Farms Ltd
<b>Position</b>	Manager
<b>Address</b>	Appleby RD Richmond Nelson
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### PROPERTY INFORMATION

#### Physical Details

Murray and Sarah King farm 54 hectares located at Richmond. The property is positioned with 3 km to Richmond, 15 km to Nelson and 25 km to Motueka.

The farm is flat. 54 hectares is committed to dairying with additional properties of 15 hectares and 150 hectares being used for grazing replacements, supplements and wintering cows.

The farm is fully serviced with Secondary and Intermediate School buses passing the farm gate and a Primary School is located less than 4 km's away.

#### Facilities

- 15 aside Herringbone farm dairy
- Calf rearing sheds etc.

#### Accommodation

A three-bedroom dwelling is available for the Manager's exclusive use and no other occupants are permitted without the Employer's approval.

The Manager will be responsible for garden and section maintenance around the dwelling. Any redecoration or changes to the dwelling must have the Employer's approval prior to commencement.

## **OBJECTIVES & DUTIES**

The Manager is required to supervise and implement the jointly agreed management plan completing all tasks required for herd and farm management including: -

### **1. Staff management:**

**Operate the farm in a manner conducive to maintaining a team of quality staff, enhancing the farm's reputation as an Employer.**

The Manager is required to effectively manage all staff and contractors operating on the farm.

Ensure that all staff have a clear understanding of the day-to-day plan and that they are organised and actively striving for quality performance, prioritising work appropriately.

The Manager is responsible for ensuring all staff are appropriately trained where training needs are identified.

Complete regular effective and timely Individual Performance Reviews for all staff members with support from the Employer.

Employ, discipline and dismiss staff in consultation with the Employer.

Effectively manage the staff's time off including scheduled time off, sick leave, bereavement leave, public holidays and annual holidays.

### **2. Maximising herd production:**

Ensure completion of all milkings, herd feeding and other day-to-day management, to achieve the targeted MilkSolids/cow and MilkSolids/ hectare, as per the Farm Plan.

Morning milkings to be finished (including wash-down) by 8.30am and afternoon milking no later than 6.00pm.

### **3. Achieving optimum feeding and pasture management:**

Ensure accurate and timely measurement and recording of pasture cover, using this to predict future requirements, as per the Farm Plan.

Ensure effective management of herd feeding in conjunction with pasture cover and feed availability to maximise milk production whilst protecting quality and avoiding pasture damage.

Ensure minimum average cow condition scores are at least met as per the Farm Plan.

It is the Manager's responsibility to manage the farm's Nitrogen usage including the annual amount and rate per application.

#### 4. Effective Mating:

**Achieve a condensed and timely calving by managing all aspects of the mating programme, as per the Farm Plan.**

Ensure all appropriate cows are identified and offered to be mated at the optimum time.

Tail painting to observe and record cows in season four weeks prior to and during mating.

Ensure accurate records are kept of all aspects of mating management, including any treatments, mating dates, subsequent heats etc.

#### 5. Calving:

**Ensure calving is achieved with minimal wastage, loss, stress or injury to either stock or staff.**

Ensuring staff are familiar with any and all signs and symptoms of a cow due to calve or when a cow or calf may be at risk of injury or death during the calving process.

Ensure cows due to calve are identified, separated from the main herd and placed with the calving mob in the appropriate location.

Ensure accurate identification and matching of cow to calf.

If required, ensure an appropriately skilled staff member is available to complete evening checks on cows due to calve.

#### 6. Rearing of Young Stock:

The Manager is responsible for ensuring all available heifer calves are reared to weaning and are grown to agreed target weights, as per the Farm Plan.

After weaning, they are to be the responsibility of the Employer to grow to the agreed target weights.

Gate-sale bobby calves are to be four days old, above minimum specified weight and free of inhibitory substances.

#### 7. Animal welfare:

Ensure cow deaths, calf deaths and somatic cell count is no worse than the target range, as per the Farm Plan.

Promote herd health and prevent health problems by ensuring staff are administering appropriate remedies (as required), taking all necessary precautions. Strategies are to be agreed with the Employer before being implemented. In particular, bloat, trace element disorders, facial eczema and parasite problems are to be controlled.

All contact with stock is to be in a quiet and orderly manner. The Manager is responsible for ensuring that when stock are being moved or handled, the welfare of the animals is protected.

Observation of any issue, or concern, regarding stock welfare is to be acted on appropriately and in a timely manner.

## 8. Record keeping:

**To maintain accurate and timely records in the following areas:**

- Herd Records (including calving and mating details)
- Animal Health Traceability Records (to include all treatments for group and individual animals and completion of appropriate records)
- All records as required under the Risk Management Plan with Appleby Farms for the supply of milk for Ice-cream
- Grazing and fertiliser records
- Resource Management Act requirement records (e.g. effluent disposal and water consent)
- Staff leave (including annual holidays, public holidays, sick leave, bereavement leave and scheduled time off)
- TB certificates.

## 9. Supplements & crops:

Implement the supplementation and cropping programme in consultation with the Employer.

Contractors will complete hay and silage making and complete crop establishment, including land preparation, planting and regrassing. However, the Manager is to provide assistance as required including mowing, stacking and covering the stack.

Ensure efficient and effective feeding of crops and supplements after consultation and agreement with the Employer.

## 10. Farm Dairy:

**Herd test 4 per year (self-sample). Objective is continuous grade free seasons.**

### Plant

The Manager shall be responsible for ensuring the milking plant is maintained to the required standard, is kept hygienic and is cleaned to the required standard after each milking.

The Manager shall be responsible for ensuring the prevention of milk from treated cows contaminating the milk due for supply to the factory.

Only milk of the finest quality is to be presented for collection.

### Farm dairy & surrounds

The Manager shall be responsible for ensuring the milking shed and yards are effectively cleaned after every milking and that the milking shed and surrounds are maintained to the standard required by the Employer.

The Manager shall ensure that the calf rearing facilities are kept in a hygienic and clean state.

#### **11. Weed control:**

**No weed plant to reach flowering stage in any season.**

Implementing an effective weed control programme as agreed with the Employer.

#### **12. Farm maintenance:**

**Achievement of a tidy, well organised farm.**

All farm buildings, structures, vehicles and farm machinery are to be maintained in clean and working order.

The Manager shall ensure that after attending to herd duties, farm maintenance is promptly completed as identified or requested and all farm development work and improvements are undertaken.

Fences and gates are to be kept in sound working condition and any repairs required are to be carried out promptly and to a high standard.

Tools and equipment are to be used with care, in accordance with correct operating procedures and are to be returned to the appropriate place in appropriate condition.

#### **13. Water & power:**

Ensure all electric fences are monitored regularly and any losses in power are rectified promptly.

All stock must have access to good quality drinking water at all times.

Water leaks are to be repaired as soon as possible.

#### **14. Effluent:**

It is the responsibility of the Manager to ensure that the farm is operating within its Resource Consent requirements at all times.

#### **15. General duties:**

To complete all other tasks as may be reasonably and lawfully requested.



## **REPORTING & COMMUNICATION**

Weekly meetings and day-to-day contact will be maintained to monitor progress.

Monthly written reports are to be completed and provided to the Employer no later than three working days after the end of each month.

Regular meetings shall be held with senior staff to ensure they have a clear understanding of the weekly and monthly plans and targets for the farm.

Full and open communication is essential. Use of offensive language towards other people shall not be tolerated.

The position reports to Murray King, and in his absence Sarah King.

## **PLANT**

The Manager will be required to properly maintain an ATV or Farm Bike and any other vehicle or tools provided by the Employer.

## **HEALTH & SAFETY**

At all times staff must comply with the requirements of the Health & Safety in Employment Act, its amendments and regulations and the Health & Safety Policies and Procedures of the property.

## **TRAINING**

Attendance at Discussion Groups and other professional-development activities (with the approval of the Employer) is encouraged to enable continuing growth.

## **REVIEWS**

Two performance reviews are planned in the first twelve months of employment, then annually thereafter.

Reviews are planned in the months of December and May in the first year and May in the second and subsequent years.

## APPENDIX A

# FARM PLAN 2015/16

### 1. Stocking Rate & Production

Past production and expected results are summarised below. Calculations are based on an effective area of 54 hectares for the milking herd.

	2018/19 Budget	2017/18 Forecast	2016/17	2015/16	2014/15
Area (ha)	54	54	54	54	54
Total kg MilkSolids	*80,000	*79,000	80,001	81,045	78,894
Cows Calved	190	210	200	207	185
Cows at peak	180	178	185	180	180
MilkSolids kg/cow	444	443	444	448	426
- kg/ha	1,480	1,462	1,481	1,500	1,461

*\*inclusive of milk supplied to Appleby Farms*

The objective is to regularly exceed 80,000kgMS from 200 cows with the emphasis on achieving higher per cow production.

### 2. Maximising herd production:

	kgs MS
MilkSolids/cow	444
MilkSolids/ha (54ha)	1,600

NB: some cows milked through winter to satisfy Appleby farms contract

### 3. Achieving optimum feeding and pasture management:

Minimum Average Pasture Cover at:

	Date	kg DM/ha
1st June	01 June	2,000
Calving Date	20 July	2,000

With minimum average cow Condition Score at:

	Date	Condition Score
Calving Date	20 July	5.0
1 <sup>st</sup> Round AI	15 October	4.5
Drying Off	End May	4.5



4. Effective mating:

	%
42 day in-calf rate	75
Empty cows (less than)	10
Inductions (less than)	Nil

No. of weeks AI	6
Date Bull Introduced	01 December
Date Bull Removed	26 December (10 weeks)

5. Rearing:

Heifer calves to rear	50
Bull/beef calves to rear	Up to 50
Weaning weight (kg)	95

6. Animal welfare:

Cow deaths (less than) %	1
Calf deaths (less than)* %	5
Somatic Cell Count (less than)	120,000

\* All losses excluding inductions

7. Supplements & crops:

Supplement/Crop	Bought/Made	Quantity
Hay	Runoff	40 MS
Silage	Runoff	30t DM

