Job Description: Herd Manager

The herd manager is required to work as part of the team to implement the agreed farm management plan, completing all tasks for herd and farm management. It is expected that the herd manager will understand the farm's targets and help to implement the activities that will mean the business can meet those targets. A herd manager will not be responsible of other staff members but will assist relief milker’s.

Reporting lines:

Reports to farm owner

Responsibility area/tasks:

Milk production - Feeding

Working with the farm owner to allocate pasture on a daily basis, within the bounds of the feed budget. Farm Walk completed as agreed with farm owner on a weekly basis, accurate pasture information collected.

Understand the feed budget process and assist with completing feed budgets as required.

Implementing irrigation requirements

Assisting with any pasture renovation programmes

Assisting with any crop establishment programmes

Applying fertiliser as per nutrient management programme

Feeding out and setting up break fences. Fences to be put up the right way and in the correct way. Check power is working and the fence is live. No cows break out. Check cows will and have water. Feed out so wastage is minimised and all cows have access to feed.

Implementing the weed control programme. No weeds to reach flowering stage, minimal weeds visible on farm.

Assisting with the conservation of feed, minimising wastage and utilising pasture.

Milk production - Milk Harvesting

Supervising milking as required. Milking is efficient and stress free for the people and animals.

Arriving on time to set up equipment. Dairy shed is always set up before the cows arrive.

Set up shed and shut down shed as per owner’s instructions.

Arrive on time to get the cows in. Cows must always be ready to start milking at 5.00am and 2.30pm and must walk to the shed at their own pace.

Carrying out milking’s and teat spraying. Milking’s are completed to the standard required, including: all cows are milked appropriately, marked cows are dealt with as directed by farm owner or farm systems manual requirements. All cows are teat sprayed before leaving the dairy shed.

Ensuring the yards/bails/walls and floors are hosed down on the completion of milking. Cleaning and maintaining the plant to the standard made by the owners. Meeting the standards of the weekly shed inspection by the owner.

Shut away the cows after milking and ensure they have water.

Milk production – Milk quality

Help to ensure that only milk of the finest quality is presented for collection.

Contribute to dairy hygiene and the achievement of milk quality. Any incidents that may mean milk could be contaminated is reported to farm owner immediately.
Maintaining hygiene and cleanliness standards in and around the dairy shed.

Assisting with Dairy company documentation as required, always keep this up to date.

**Stock management- animal Health and Welfare:**

Identify and treat mastitis in cows.

Identify and treat lameness in cows.

Identify other health animal problems and either report to farm owner or treat and then report.

Report any incidents of bloat or suspected bloat immediately to farm owner and take remedial action.

Moving and handling animals in an acceptable way at all times

Good practice to follow: unwell animals identified, treated and reported to owner. Always look for unwell animals eg: in the paddocks, getting the cows in etc. all stock are to be handled in a quiet and calm way

**Stock Management: Seasonal management requirements**

Assisting with all calving requirement: must understand what good practice of stock management looks like

Assist with all matting requirements

Assist with all wintering requirements

Report any instances that require further action

**Stock Management: other stock Management requirements**

Assist with calf rearing as required: Rostered nightly checks during calving as scheduled: Healthy calves are reared to meet target weights

Pick up of calves in the morning after milking

Assist with the management of young stock as required

Assist with the management of dry stock, including bulls as required

Report any instances that require further action

**Stock management – Recording**

Keeping records of all mastitis treatments given and any other treatments as required and ensuring animals are marked according to the farm manual and owners requirements

Observing and recording cows in season

Observing and recording cows calved

Recording any other associated information as per farm systems manual or as instructed by farm owner

**Natural Resource Management-assist with environmental requirements**

Know the effluent and nutrient programme on the farm. Identify and fix problems

Ensure effluent is managed as per owner's instructions, including all recording requirements

Ensuring all local environmental requirements are adhered to

Knowing the regional council requirements
Team Responsibilities
Effectively communicating with farm owner/team members as required
Attending fortnightly farm meetings
Support relief staff in their duties in absence of the farm owner
Committed to learning new skills and attending appropriate training as agreed with farm owner
Good attitude, fun and supportive environment is important

Health and Safety
Comply with the requirements of the health and safety employment legislation
Comply with farm health and safety policies and procedures
Wear protective clothing
Notify the farm owner of new hazards- alert farm owner of these in the fortnightly meeting. Isolate, minimise or eliminate
Notify the farm owner of any accident or near miss accident (injury or non-injury) and complete accident report
Always wear your helmet on ATVS

Maintain a tidy work place
Follow the health and safety manual
Tools and equipment away, store machinery away in the correct place
Dispose of rubbish correctly
Maintain the grounds around the Dairy and tanker track
Ensure accommodation garden and section areas are maintained in a tide, well presented way
Complete general farm maintenance and farm development work, notify farm owner of any breakages/breakdowns immediately
Maintain quad bike or any other vehicles provided
Help with major development projects as required by farm owner
Complete all other tasks within reason and lawfully requested by farm owner
Inc: working on the grazing farm and managing winter grazing