



FACTSHEET

Example – Job Description for Farm Manager

HR01

Job title	Farm Manager															
Strategic business focus (A short statement reflecting farm goals)	<ul style="list-style-type: none"> Operate an all-grass system Maximise production within seasonal constraints Control the cost of production to achieve a system that is sustainable under varying product returns To minimise amount of human work required to achieve the production and profit goals through allowing the stock to harvest the feed and only make supplement where quality is being compromised. 															
Purpose of position (A short summary of the role)	<ul style="list-style-type: none"> The position of Farm Manager has full responsibility for the day to day management of the farm including stock, resources and staff, and to achieve the production and performance goals for the property. To effect the day-to-day management of “Top Farm” in consultation with the owner. This includes responsibility for coordinating feeding of stock and directing staff to achieve the goals of the farm. 															
Reporting lines (Who does the person report to and who reports to them?)	<ul style="list-style-type: none"> The Farm Manager reports to the Farm Owner All other farm staff report to the Farm Manager. 															
Hours of work	<table border="1"> <thead> <tr> <th>Period</th> <th>Approx dates & number of weeks</th> <th>Hours/week</th> </tr> </thead> <tbody> <tr> <td>Lambing</td> <td>1 Aug-14 Sept 6 weeks</td> <td>55</td> </tr> <tr> <td>Docking to tugging</td> <td>15 Sept-18 Dec 32 weeks</td> <td>50</td> </tr> <tr> <td>Scanning to lambing</td> <td>19 April-1 Aug 14 weeks</td> <td>35</td> </tr> <tr> <td colspan="2">Average:</td> <td>50</td> </tr> </tbody> </table>	Period	Approx dates & number of weeks	Hours/week	Lambing	1 Aug-14 Sept 6 weeks	55	Docking to tugging	15 Sept-18 Dec 32 weeks	50	Scanning to lambing	19 April-1 Aug 14 weeks	35	Average:		50
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Special requirements (Any unique requirements of the job)	<ul style="list-style-type: none"> Board the Shepherd Junior 															

Blank templates available on B+LNZ’s Employment Hub <https://beeflambnz.com/knowledge-hub/employment-hub>

Responsibility areas/tasks/duties	Level	Performance measure	Employee rating	Employer rating	Agreed rating	Additional comments
Stock <ul style="list-style-type: none"> Provide stock management tools eg scanning, feed budgeting Undertake periodic checks of stock condition to support Head Shepherd. 	R A					
Feed management for all classes of stock <ul style="list-style-type: none"> Plan the feeding programme for the season Monitor the feed supply on farm at all times and compare against the season feed plan Manage deviations from the season feed plan in order to meet animal needs and farm profit goals. 	A					
Mating <ul style="list-style-type: none"> Plan the mating programme. 	R					
Reporting Report to the farm owner monthly on: <ul style="list-style-type: none"> Production Feed cover Repairs and maintenance Supplies required. 	R					

Key

Level: R = Responsible A = Assists

Rating: 1 2 3 4 5

Unacceptable performance

Acceptable performance

Exceptional Performance

Training and development required

How can your manager help you to improve your job performance?

Amendments to be made to job description

What needs to be changed in the job description to more accurately reflect the work carried out in the job?

Any points of disagreement remaining after discussion?

Staff member to complete

Staff member's signature

Manager's signature

Date

Date

These job description examples and templates include columns pertaining to performance management. Not all job descriptions include performance management standards, however, including them from the start of the employment relationship can help to communicate performance expectations.

For more information and other useful resources visit B+LNZ's Employment Hub <https://beeflambnz.com/knowledge-hub/employment-hub>

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