



**FACTSHEET**

**Example – Job Description for Head Shepherd**

HR01

<b>Job title</b>	Head Shepherd															
<b>Strategic business focus</b> (A short statement reflecting farm goals)	<ul style="list-style-type: none"> <li>Operate an all-grass system</li> <li>Maximise production within seasonal constraints</li> <li>Control the cost of production to achieve a system that is sustainable under varying product returns</li> <li>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.</li> </ul>															
<b>Purpose of position</b> (A short summary of the role)	<ul style="list-style-type: none"> <li>The position of Head Shepherd is designed to assist the Farm Manager in the day to day running of the farm</li> <li>This position has particular responsibility for stock work</li> <li>From time to time the Head Shepherd will be required to take charge of daily operations in the absence of the Farm Manager.</li> </ul>															
<b>Reporting lines</b> (Who does the person report to and who reports to them?)	<ul style="list-style-type: none"> <li>The Head Shepherd reports to the Farm Manager</li> <li>The Head Shepherd will be required to supervise casual workers from time to time.</li> </ul>															
<b>Hours of work</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #5cb85c; color: white;"> <th>Period</th> <th>Approx dates &amp; number of weeks</th> <th>Hours/week</th> </tr> </thead> <tbody> <tr> <td>Lambing</td> <td>1 August - 14 Sept 6 weeks</td> <td>60</td> </tr> <tr> <td>Docking to tupping</td> <td>15 Sep - 18 April 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>45</td> </tr> </tbody> </table>	Period	Approx dates & number of weeks	Hours/week	Lambing	1 August - 14 Sept 6 weeks	60	Docking to tupping	15 Sep - 18 April 32 weeks	50	Scanning to lambing	19 April - 1 Aug 14 weeks	35	Average:		45
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<b>Special requirements</b> (Any unique requirements of the job)	<ul style="list-style-type: none"> <li>Must have a good team of dogs</li> </ul>															

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
<p><b>Shearing</b></p> <ul style="list-style-type: none"> <li>Set up woolshed for shearing and assist shearers to achieve the wool harvesting standards outlined in the farm policy manual</li> <li>Clean and maintain the woolshed plant and equipment to the standards outlined in the farm policy manual.</li> </ul>	A  R					
<p><b>Stock</b></p> <ul style="list-style-type: none"> <li>Plan and implement stock movements</li> <li>Plan and implement grazing rotation based on feed budgeting plan</li> <li>Undertake regular checks of stock to minimise losses and identify potential issues.</li> </ul>	R					
<p><b>Animal Health</b></p> <ul style="list-style-type: none"> <li>Identify and treat stock according to the farm policy manual</li> <li>Keep records of all treatments administered</li> <li>Identify other animal health problems and report to the Farm Manager..</li> </ul>	R					
<p><b>Machinery Maintenance</b></p> <ul style="list-style-type: none"> <li>Undertake daily checks as outlined in the maintenance schedule</li> <li>Undertake monthly machinery checks as outlined in the maintenance schedule.</li> </ul>	R					
<p><b>Weeds</b></p> <ul style="list-style-type: none"> <li>Undertake weed control as directed.</li> </ul>	A					

**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?

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## 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?

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## Any points of disagreement remaining after discussion?

Staff member to complete

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Staff member's signature

Date

Manager's signature

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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