

Template - Job Description

Job title	
Strategic business focus (A short statement reflecting farm goals)	
Purpose of position (A short summary of the role)	
Reporting lines (Who does the person report to and who reports to them?)	
Hours of work	
Special requirements (Any unique requirements of the job)	

Responsibility areas/tasks/duties	Level	Performance measure	Employee rating	Employer rating	Agreed rating	Additional comments

Key

Level: R = Responsible A = Assists

Rating: 1 Unacceptable performance

3 Acceptable performance

5 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 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.

Template - Job Analysis

Key Responsibility level: Indicate if the person is responsible (R) for the task or will just assist (A) Skill level: Indicate whether a high (H), medium (M) or low (L) level of skill is required for task Hours required: Indicate how much time would be devoted to this task in a typical day to ascertain if the job is of reasonable size	Responsibility level	Skill level	Hours required
Shearing			
Set up plant and woolshed			
Muster sheep			
Draft sheep, dag			
Check fly dip/drench apparatus			
Drenching			
Flydipping			
Identify, and record all shearing cuts/cut teats			
Ensure all wool sorted and pressed			
Ensure all bales are branded			
Put sheep away			
Order shearing supplies			
Approve purchase of shearing supplies			
Feed Management			
Pasture cover assessment			
Feed budgeting			
Pasture allocation			
Identify surplus for silage/hay			
Conserve supplement			
Book contractors			
Direct contractors			
Plan feed crops			
Order supplementary feed			
Approve purchase of supplementary feed			
Cull /sell stock as required			
Feed out supplement as required			
Identify paddocks for regrassing			
Approve regrassing			
Oversee regrassing process			

Key	Responsibility level	Skill level	Hours required
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Docking			
Check docking supplies			
Order docking supplies			
Approve purchase of docking supplies			
Set up docking pens			
Muster sheep			
Dock, castrate and vaccinate			
Tally up and record			
Put sheep away			
Animal Health			
Plan animal health programme. Issues to consider include:			
Cattle			
• Clostridial disease			
• BVD			
• Facial eczema			
• Leptospirosis			
• Bloat			
• Parasites eg worms & lice			
• Lameness			
Sheep			
• Clostridial disease			
• Toxoplasmosis			
• Facial eczema			
• Footrot			
• Parasites eg worms & lice			
• Flystrike			
• Campylobacter			
Order animal health products			
Approve purchase of animal health products			
Approve administration of drugs			
Inject metabolic solutions into vein			
Inject metabolic solutions under skin			
Inject antibiotics			
Administer drenches			
Record animal health treatment			

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Mating			
Nominate lambing/calving date			
Plan mating programme			
Order bulls/ram for mating			
Implement mating programme			
Rotate bulls/rams			
Record matings			
Order scanning technician			
Maintain scanning records			
Plant and Machinery Maintenance			
Organise scheduled maintenance for all machinery			
Carry out daily checks on motorbikes			
General building maintenance			
Record Keeping			
Record daily actions on time sheet			
Record mating details			
Record animal health treatments			
Record stock weights			
Tractor Work			
Carry out checks on tractor before use			
Cultivation			
Pasture topping			
Pasture spraying			
Feeding out			
Regrassing/undersowing			
Stock Work			
Carry out all stock work, taking into account animal health guidelines			
Identify lambs and ewes in stud flock			
Weigh stock			
Move stock			
Administer drenches as required			
Identify culls			
Organise sale of surplus stock			
Maintain stock records			

Template - Person Specification

Characteristic	Essential	Preferred