

FACTSHEET

Example – Job Analysis for a Farm Manager Role

HR02

Job Title: Farm Manager

Person in Position: Glenn

Key	Responsibility level	Skill level	Hours required
<p>Responsibility level: Indicate if the person is responsible (R) for the task or will just assist (A)</p> <p>Skill level: Indicate whether a high (H), medium (M) or low (L) level of skill is required for task</p> <p>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</p>			
Shearing			
Set up plant and woolshed			
Muster sheep			
Check drench			
Check fly dip			
Drenching			
Fly dipping			
Identify and record shearing cuts/cut teats			
Ensure all wool sorted and pressed	A	M	
Ensure all bales branded			
Put sheep away	R	M	
Order shearing supplies (packs, clips, emery papers)	R	M	
Approve purchase of shearing supplies	R	M	
Docking			
Check docking supplies			
Order docking supplies	R	M	
Approve purchase of docking supplies	R	M	
Set up docking pens			
Muster sheep			
Dock, castrate and vaccinate			
Put sheep away			
Tally up and record	R	M	
Feed Management			
Pasture cover assessment	R	H	
Feed budgeting	R	H	
Pasture allocation			
Identify surplus for silage/hay	R	H	
Conserve supplement			
Book contractors	R	M	

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

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Plan feed crops	R	H	
Order supplementary feed	R	H	
Approve purchase of supplementary feed	R	H	
Cull/sell stock as required	R	H	
Feed out supplement as required			
Identify paddocks for regrassing	R	H	
Approve regrassing	R	H	
Oversee regrassing process	R	M	
Animal Health			
Plan animal health programme. Issues to consider include			
Cattle			
• BVD			
• Clostridial diseases			
• Leptospirosis			
• Bloat			
• Facial eczema			
• Parasites e.g. worms, lice			
• Lameness			
Sheep			
• Clostridial diseases			
• Toxoplasmosis			
• Campylobacter			
• Salmonella			
• Footrot			
• Facial eczema			
• Parasites e.g. worms, lice			
• Flystrike			
Order animal health products	R	L	
Approve purchase of animal health products	R	M	
Approve administration of drugs	R	H	
Inject metabolic solutions into vein			
Inject metabolic solutions under skin			
Inject antibiotics			
Record animal health treatments	R	M	
Administer anthelmintic drenches			
Calve cows and ewes in difficulty (record for culling)			
Identify/treat lame cattle and sheep			
Mating			
Nominate lambing/calving date	R	H	
Plan mating programme	R	H	
Implement mating programme	R	M	
Record matings			
Order bulls/rams for mating	R	H	
Plant & Machinery Maintenance			
Organise scheduled maintenance for all machinery	R	M	
Carry out daily checks on motorbikes			
General building maintenance	R	M	
Record Keeping			
Record daily actions on time sheet			
Record mating details	R	M	
Record animal health treatments	R	M	
Record stock weights	R	M	

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Tractor Work			
Carry out checks on tractor before use	R	M	
Cultivation			
Pasture topping			
Pasture spraying			
Feeding out			
Regrassing/undersowing			
Financial Management			
Prepare annual budget	A	M	
Prepare cashflow budget	A	M	
Monitor budget against actual income and expenditure	A	M	
Provide monthly expenses			
Sign off purchase orders	R	M	
Pay accounts			
Generate invoices of sales			
Bank payments of invoices			
Prepare GST returns			
Prepare IRD wage returns			
Liaise with accountant in preparation of financial accounts	R	M	
Planning			0.25
Determine and implement farm management policies	R	M	
Determine and implement mating policies	A	M	
Monitor progress against action plans	R	H	
Reporting			0.25
Complete daily diary of work carried out	R	M	
Complete monthly report for owner	R	H	
Staff			
Recruit and select appropriate staff	R	H	
Orientate new staff at beginning of employment. Consider:	R	H	
• Health & safety	R	H	
• Work policies	R	H	
Set appropriate salaries	A	M	
Plan work within the team	R	H	
Update job descriptions for all staff annually	R	H	
Conduct performance reviews	R	H	
Train staff as needed	R	H	
Roster staff time off	R	M	
Maintain health and safety programme	R	H	
Allocate daily work to staff	R	H	
Organise relief staff	R	M	
Fill out own timesheet weekly	R	M	
Collect timesheets	R	M	
Maintain staff records	R	H	
Complete PAYE returns			

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Farm Maintenance			0.5
Spot spray weeds	R	M	
Maintain fences	R	M	
Patch holes in races/repair tracks	R	M	
Maintain water supply	R	M	
Organise hedge cutting			
Nutrient Management			0.25
Carry out soil test	A	M	
Determine fertiliser programme	A	M	
Order fertiliser	A		
Apply fertiliser			
General			0.25
Ensure farm operates within the bounds of the RMA	A	H	
Maintain a tidy workplace	R	M	
Liaise with contractors where necessary	R	M	
Liaise with farm advisor	A	M	
Health and Safety			0.25
Maintain health and safety plan in workplace	R	H	
Identify hazards and report them to coordinator	R	H	
Report injuries to coordinator	R	M	
Report near misses to coordinator	R	M	
Provide personal protective equipment (PPE)	R	M	
Wear PPE	R	L	

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

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