

FACTSHEET

Example – Job Analysis of a Head Shepherd Role

HR02

Job Title: Head Shepherd

Person in Position: Jim

Key	Responsibility level	Skill level	Hours required
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			
Shearing			6.5
Set up plant and woolshed	R	M	
Muster sheep	R	M	
Draft sheep, dag	R	M	
Check fly dip/drench apparatus	R	M	
Drenching	R	M	
Flydipping	R	L	
Identify, and record all shearing cuts/cut teats	R	M	
Ensure all wool sorted and pressed	R	L	
Ensure all bales are branded	R	M	
Put sheep away	A	M	
Order shearing supplies	A	L	
Approve purchase of shearing supplies			
Feed management			0.5
Pasture cover assessment			
Feed budgeting			
Pasture allocation	A	H	
Identify surplus for silage/hay	A	H	
Conserve supplement	A	H	
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	A	M	
Approve regrassing			

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

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Docking			0
Check docking supplies	R	L	
Order docking supplies	A	M	
Approve purchase of docking supplies			
Set up docking pens	R	M	
Muster sheep	R	M	
Dock, castrate and vaccinate	R	H	
Tally up and record	R	L	
Put sheep away	R	M	
Animal health			0
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	A	M	
Inject antibiotics			
Administer drenches	A	M	
Record animal health treatment	A	M	
Mating			0
Nominate lambing/calving date			
Plan mating programme			
Order bulls/ram for mating			
Implement mating programme			
Rotate bulls/rams	A	M	
Record matings			
Order scanning technician			
Maintain scanning records	R	M	

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Plant and machinery maintenance			0.25
Organise scheduled maintenance for all machinery			
Carry out daily checks on motorbikes	R	M	
General building maintenance	A	M	
Record keeping			0.25
Record daily actions on time sheet	R	L	
Record mating details	A	M	
Record animal health treatments	A	M	
Record stock weights	A	M	
Tractor work			0
Carry out checks on tractor before use	A	M	
Cultivation			
Pasture topping	A	M	
Pasture spraying	A	M	
Feeding out	A	M	
Regrassing/undersowing			
Stock work			2
Carry out all stock work, taking into account animal health guidelines	A	H	
Identify lambs and ewes in stud flock	A	M	
Weigh stock			
Move stock	A	M	
Administer drenches as required	A	M	
Identify culls			
Organise sale of surplus stock			
Maintain stock records	A	M	
Financial management			
Prepare annual budget			
Prepare cashflow budget			
Monitor budget against actual income and expenditure			
Provide monthly expenses			
Sign off purchase orders			
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			
Planning			0
Determine and implement farm management policies			
Determine and implement mating policies	A	H	
Monitor progress against actions	R	M	

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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			Hours required
Staff			0
Recruit and select appropriate staff			
Oriente new staff at beginning of employment. Consider:			
• Health & Safety			
• Work policies			
Set appropriate salaries			
Plan work within the team			
Update job descriptions for all staff annually			
Conduct performance reviews			
Train staff as needed			
Roster staff time off			
Maintain health and safety programme			
Allocate daily work to staff			
Organise relief staff	A	H	
Fill out own timesheet weekly	R	M	
Collect timesheets			
Maintain staff records			
Complete PAYE returns			
Farm maintenance			0.5
Spot spray weeds	A	M	
Maintain fences	A	M	
Patch holes in races/repair tracks	A	M	
Health and safety			0.25
Maintain health and safety plan in the workplace			
Identify hazards and report them to the manager	A	M	
Report injuries to Farm Manager			
Wear personal protective equipment	R	L	
General			0.25
Maintain a tidy work place	R	M	
Liaise with contractors where necessary			
Liaise with farm advisor			

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