

# JOB DESCRIPTION



**Position Title:** Farm Manager, Owl Farm (1 FTE)

**Location:** Owl Farm, St. Peter's School, Cambridge, New Zealand

**Reporting to:** Head of Commercial & Operations

## **Background:**

St. Peter's is a leading independent co-educational day and boarding school delivering a transformative educational experience for aspirational learners and young leaders across Years 7 to 13. By engaging the whole individual – through a philosophy of mind, body and spirit – we prepare well-rounded young people through progressive curricular and co-curricular pathways that allow them to pursue their passions and realise their potential.

Our students achieve outstanding academic, artistic and athletic outcomes – and more – over the course of their St. Peter's Seven-Year Student Journey, supported by dynamic and highly-skilled teachers, progressive pedagogy and leading-edge facilities.

Owl Farm is a joint venture between St Peter's School Cambridge and Lincoln University. Owl Farm's aim is to demonstrate excellence in farm performance to help create a sustainable future for dairy farming. Through strong relationships with trusted industry partners, Owl Farm actively shares knowledge with the wider farming industry and provides meaningful learning opportunities for students and emerging professionals. As a demonstration farm, Owl Farm strives for high performance, innovation, transparency, and professionalism in all aspects of farm management.

## **Job Description:**

The Farm Manager is responsible for the overall operational, financial, and people management of Owl Farm. Working in alignment with the jointly agreed management plan, the Farm Manager leads farm performance, animal welfare, staff development, compliance and stakeholder engagement while delivering Owl Farm's demonstration and education objectives.

The Farm Manager oversees two Farm Assistants and Relief Milkers, ensuring safe, efficient and high-quality day-to-day farm operations.

## **Reporting & Relationships**

### **Direct Reports:**

- Farm Assistants (2 FTE)
- Relief Milkers

### **Internal Relationships:**

- Demonstration Manager
- Governance Representatives
- St Peter's School and Lincoln University representatives

### **External Relationships:**

- Contractors, rural professionals
- Veterinarians
- Industry partners and service providers

## **Key Responsibilities:**

### **Farm Leadership & Management**

- Implement and lead the jointly agreed farm management plan to achieve production, financial, environmental, and educational objectives.
- Demonstrate best-practice dairy farming aligned with Owl Farm's role as a demonstration and learning facility.
- Provide strong, visible leadership that promotes professionalism, accountability and continuous improvement.
- Ensure full and open communication across the farm team.

### **Staff Management & Development**

- Lead, manage, and supervise Farm Assistants and Relief Milkers.
- Ensure staff clearly understand daily, weekly, and seasonal plans and are organised and prioritising work effectively.
- Foster a positive team culture focused on quality performance, learning, and safety.
- Identify training and development needs; facilitate staff training and upskilling.
- Manage staff performance, behaviour, and wellbeing, addressing concerns in a timely manner.
- Ensure employment relations and HR compliance requirements are met at all times.
- Lead by example in health, safety, and animal welfare standards.

### **Animal Welfare & Animal Health**

- Ensure all animal handling is calm, quiet, and orderly, protecting animal welfare at all times.
- Maintain full compliance with all animal welfare policies, procedures, and legislation.
- Work closely with veterinarians to implement animal health programmes, treatments, and preventative strategies.
- Ensure timely identification and response to any animal welfare issues.
- Oversee accurate animal health and treatment records.

### **Herd Reproduction & Calving**

- Lead effective mating programmes using on-farm technology to achieve reproductive targets.
- Ensure accurate heat detection, mating timing, and recording.
- Lead calving management to minimise wastage, loss, stress, or injury to animals and staff.
- Ensure cows due to calve are correctly identified, managed, and monitored.
- Oversee accurate cow-to-calf identification and record keeping.
- Ensure calf rearing programmes achieve agreed target weights and welfare outcomes.
- Maintain clean, hygienic calf-rearing facilities.

### **Maximising Herd Production**

- Oversee milk production, feeding systems, and grazing management to achieve targeted Milk Solids per cow and per hectare.
- Lead feed budgeting, pasture management, and seasonal planning.
- Use available technology to monitor performance and inform decision-making.
- Ensure production goals align with sustainability and animal welfare objectives.

### **Farm Dairy & Milking Operations**

- Ensure the dairy shed, plant, and yards are maintained in a hygienic, clean and compliant condition.
- Ensure effective cleaning processes are followed after every milking.
- Maintain the dairy shed and surrounds to required standards at all times.

**Feed, Supplements & Cropping**

- Plan and manage supplement use, cropping, and feed systems.
- Coordinate and oversee contractors involved in cropping, hay, and silage making.
- Operate and oversee feeding equipment as required (tractors, wagons, bale feeders).

**Weed Control & Farm Maintenance**

- Implement and monitor effective weed control programmes.
- Ensure all farm buildings, infrastructure, vehicles, and machinery are maintained in safe working order.
- Oversee fencing, gates, and general farm maintenance to a high standard.
- Ensure tools and equipment are used correctly, maintained, and stored appropriately.

**Water, Power & Effluent Management**

- Ensure stock have access to high-quality drinking water at all times.
- Monitor water systems and electric fencing; ensure faults are addressed promptly.
- Ensure the effluent system operates within Resource Consent requirements at all times.
- Maintain strong environmental stewardship and compliance.

**Health, Safety & Compliance**

- Take responsibility for on-farm health and safety leadership.
- Ensure staff understand hazards, risks, and safe work procedures.
- Actively promote a proactive safety culture and challenge unsafe behaviour.
- Ensure all incidents, hazards, and near misses are reported and addressed.

**Record Keeping & Reporting**

- Ensure accurate and timely records are maintained, including:
- Herd records (calving, mating, production)
- Animal health and traceability records
- Compliance and environmental records
- Provide reporting as required to governance and stakeholders.

**Demonstration & Education Role**

- Actively support Owl Farm's role as a demonstration and learning farm.
- Engage positively with students, visitors, and industry groups.
- Share knowledge, explain farming practices, and contribute to learning experiences.
- Work collaboratively with industry partners to showcase best practice.

**Child Protection**

- Promote and safeguard the welfare of students at all times.
- Adhere to and demonstrate a high level of understanding of child protection, physical restraint policies, procedures and processes.
- Understand and adhere to Code of Practice guidelines.

The above is not an exhaustive list of responsibilities. A collaborative mindset will be required to support colleagues in achieving success, as well as the flexibility to work outside of business hours when required, such as at evening or weekend events.

## **Skills, Experience & Qualifications**

### **Essential:**

- Proven experience in pastoral dairy farming systems.
- Strong leadership and people-management capability.
- High personal standards and a strong work ethic.
- Sound knowledge of animal welfare, health, and dairy compliance.
- Physically fit and capable of working varied terrain and performing repetitive tasks such as milking.

### **Desirable:**

- Achieved or working towards ITO Level 4 NZ Certificate in Agriculture – Dairy Farming or higher.
- Experience working on demonstration or research farms.
- Confidence using farm management technology and data.

### **Personal Attributes**

- Passion for dairy farming and sustainable systems.
- Enjoys mentoring, teaching, and going the extra mile to support learning.
- Strong communicator with a collaborative approach.
- Professional, reliable, and solutions-focused.
- Passion for education and commitment to the mission and values of St. Peter's.

### **Working Conditions & Benefits:**

- Employment Type: This is a permanent, full-time position.
- Hours & Availability: The role requires a rotating roster that includes weekend responsibilities.
- On-Site Residence: The position is supported with a three-bedroom residence located on campus.
- Flexibility & On-Call:
  - Requires flexibility to respond to and manage urgent or unexpected farm requirements.
  - Requires on-call availability to manage emergencies and crises.
- School community involvement: Participation in Owl Farm and broader school events and activities is required as needed.