

**APPENDIX B – JOB DESCRIPTION**

# Job Description

|                               |  |
|-------------------------------|--|
| <b>Title</b>                  | <b>Farm Manager</b>  |
| <b>Location</b>               | Back Block, 31 Sisam Valley Road, Whakatane  |
| <b>Reports to</b>             | General Manager  |
| <b>Employment</b>             | Permanent Full Time  |
| <b>Relationships</b>          | <p><b>Internal:</b> General Manager, Dairy Operations Manager, Office Manager, Farm Management Committee, and staff.</p> <p><b>External:</b> Suppliers, Buyers (including meat companies), Agents, Contractors, Neighbours, Service Providers, Rural Professionals, Farm Groups and others as required.</p>  |
| <b>About Sisam &amp; Sons</b> | <p>Sisam &amp; Sons is a 4,750ha, diversified pastoral-based farming company, situated 18 km south of Whakatane, in Eastern Bay of Plenty. Pastoral farming is the core business on the property which comprises four dairy units, and two sheep and beef blocks.</p> <p>The dairy platforms are on the alluvial flats/rolling hills and the sheep and beef operations are on the rolling to steeper hill country areas surrounding the dairy farms. There is some commercial forestry on areas not suitable for pastoral grazing. Sisam &amp; Sons is a pastoral farming business, with multiple shareholders, that aims to distribute returns to shareholders that are consistent with NZ owner operated farming companies by generating sustainable EBIT and maintaining the quality of the assets.</p> |

## 2. POSITION OBJECTIVE

The Farm Manager will have specific responsibility for the daily operation and overall performance of the Sisam & Sons LTD Back Sheep and Beef Block ensuring alignment with the sheep & beef business plan and KPIs as set the General Manager.

## 3. COMPETENCIES REQUIRED

|                                       |   |
|---------------------------------------|---|
| <b>Operational</b>                    | Take full ownership of the Back Block's performance by understanding its key drivers and making decisions that maximise productivity and control costs.   |
| <b>Communication</b>                  | Share information clearly, ensure alignment with the team and keep management informed.   |
| <b>Team work</b>                      | Ability to work as a member of a team; be receptive to feedback; willing to learn new things and share knowledge and skills; embracing continuous improvement.  |
| <b>Problem solving</b>                | Managing for profit by problem solving and finding the best solution to a given problem or situation; collaborate with others to seek input and alternative ideas; think first before acting. Take ownership of your work and think of new ways to do things better and be willing to share your ideas with others. |
| <b>Self-management</b>                | Be self-managing; focus on effective planning and time management as well as prioritization of tasks; be reliable and maintain work / life balance.   |
| <b>Technical and practical skills</b> | Be able to understand and measure, monitor and adapt; seek training opportunities for further development; improve performance in day to day tasks of the role.   |
| <b>Leadership / People Management</b> | Lead by example, set clear expectations and provide role clarity. Be consistent and fair; review progress, develop people; provide feedback and guidance; hold people accountable. Employ train and discipline staff as required and within company policy and  |

|  |   |
|--|---|
|  | employment guidelines.  |
| <b>Technology</b>                              | Confidently use on-farm technology for feed budgeting, pasture measurement, livestock recording and mapping. Capture accurate data and produce reports to track performance, meet compliance and inform business planning |
| <b>Administration &amp; Quality compliance</b> | Keep up to date with administrative and reporting responsibilities required for the position and job duties; comply with the company policies and auditing requirements at all times.                                     |
| <b>Business Management</b>                     | Work in conjunction with the General Manager to achieve production targets. Ensure the farm and associated assets are optimized, secure and maintained within seasonal operating budgets.                                 |

#### **4. PERSON SPECIFICATION**

##### **QUALIFICATIONS/KNOWLEDGE/EXPERIENCE**

###### **Qualifications – Desirable:**

- Agricultural qualification
- Training or certification in farm technology systems or data management tools
- Commitment to ongoing professional development

###### **Knowledge, Skills & Experience (Essential):**

- Proven farm management experience on similar scale and terrain.
- Skilled in seasonal planning, feed budgeting, and animal health programmes.
- Experience using farm technology (e.g., Resolution, Farmax, NAIT, electronic weighing systems, pasture monitoring tools).
- Strong leadership skills with proven staff development capability.
- Understanding of NZ employment law, H&S, and environmental compliance.
- Current NZ full driver's licence.

###### **Knowledge, Skills & Experience (Desirable):**

- Experience in integrating data reporting into operational decision-making.
- Understanding of precision agriculture practices.

## 5. ORGANISATIONAL RELATIONSHIPS/AUTHORITY

### ORGANISATIONAL STRUCTURE & AUTHORITY

Financial decisions made in the position in accordance with a delegated authority policy. Any uncertainty should be referred to the General Manager.

## 6. OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of hazard/danger, health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Ensuring the appropriate training and record keeping is undertaken
- Correct use of appropriate safety gear / equipment and personal protective equipment

## 7. GENERAL DUTIES AND RESPONSIBILITIES

To manage the farm against yearly physical KPIs which are set in consultation with the General Manager.

#### Feed Production Management

- Plan, monitor and allocate feed
- Report on feed management parameters on a monthly basis (or as required) to the General Manager.
- Liase with General Manager/ Dairy Operations Manager to manage feed to the benefit of both the Sheep & Beef and Dairy enterprises.

#### Livestock

- Plan and implement stock movements
- Complete monthly recording requirements: Stock reconciliations, Stock sales, purchases/transfers and livestock live weights.
- Undertake regular checks of stock to minimise losses and identify potential issues
- Assist in the annual audited stock count
- Manage the mating programs to ensure mating targets are achieved;
- Weighing, crutching, drenching, vaccinating, drafting, weaning, tagging/tailing and TB testing and other tasks as required to complete seasonal tasks.

- Stock sent above the specified live weight /condition (steers/heifers) and is fit for slaughter. ASD form completed correctly and stock leaving farms all have registered NAIT tags.

### **Animal Health**

- Implement the animal health program to maintain good health
- Ensure agreed stock policy is adhered to
- Adhere to all relevant animal welfare codes
- Monitor stock health regularly and treat all animal health problems promptly
- Record all animal health remedies and withholding periods

### **Shearing**

- Organise shearing and the shearing process
- Ensure wool clip quality management targets are achieved

### **Asset Management**

- Act in a responsible manner as regards the security, maintenance and general upkeep of the plant, machinery, chattels, buildings and the farm as a whole. Report any major problems to Senior Management.
- Ensure that all vehicles are used responsibly and in a safe and careful manner. All plant to be maintained in line with all established schedules or as required to achieve optimal operating efficiency. Report any major problems to Senior Management.
- Ensure that electric fences are in full working order. Report any major problems to Senior Management.
- Maintain the farm water systems, including timely repair of damaged pipes and leaking troughs. Report any major problems to Senior Management.
- Report to Senior Management on any maintenance of tracks and vehicle access ways needed.
- Identify any problems with the infrastructure and report to Senior Management
- Report to Senior Management on location of seasonal weeds. Undertake weed control as appropriate.

### **Environment**

- To assist in the management of the farm in accordance with any established nutrient management plan.
- Work within best practice environmental guidelines

### **People**

- Timesheets to be furnished fortnightly showing hours worked, holidays and special leave taken. Timesheets for staff employed including casual staff are also to be submitted fortnightly showing hours worked and if applicable, holidays and special leave taken. These are to be submitted to the General Manager/ Sheep & Beef Manager for approval.
- Supervise day-to-day activity, organize rosters and schedule tasks/activities that need to be undertaken
- Provide training /coaching to staff to enable them to competently carry out tasks

required of them on farm

- Ensure that health and safety policies and procedures are understood and adhered to and that a positive work culture regarding health and safety is fostered.
- Review, implement and improve health and safety policies and procedures
- Ensure new staff is inducted and aware of Company policy and are given role clarity.

#### **Financial**

- Operate within the limits of the agreed delegated authority;

#### **Shareholder engagement / collaboration**

- From time to time but at least yearly a farm visit of shareholders is organized and,
- From time to time collaborative visits with other farm communities or other groups may occur under direction from the General Manager.
- The Farm Manager with their farm staff are expected to work with the General Manager and on implementation of these which could include making presentations, organising tours of the properties, cleaning and clearing the wool shed or other structure to support visits.

#### **ACKNOWLEDGEMENT**

This job description has been designed to indicate the general nature and level of work performed by employees within this designated position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role and other duties may be delegated from time to time by the General Manager.