

Position Description – Springfield Manager

Our Business, Our People, Growing Together in Our Community



Springfield Farm

Employer: BEL Group Limited

Reporting Line

General Manager

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Production Manager

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Farm Manager

Key Relationships:

General Manager	People Manager
Operations Manager	Health & Safety Lead
Business Coordinator	Finance Team
Farm Team	Vet
Engineer	

Related Documents:

Farm Scope, BEL Group Policy Handbook, Delegated Authority Manual

Farm Staff:

6 Full Time staff, plus calf rearer/s over calving.

Professional Development

Management Training

In-House Development Training

Management Support

Delegated Authority

Expenditure within approved budget

Key Performance Indicators

The following are the key accountabilities for the role. These accountabilities may change to reflect changes in the organisational goals and strategic focus, in which case you will receive notification. These will be measured through performance review twice a year.

Health and Safety

Provide a safe and healthy environment for all team members.

Ensure complete commitment and participation in safe practices from all team members.

Role Model safe practices and behaviors.

How will this be achieved:

- ✔ “Walk the walk” and lead health, safety and wellbeing, encouraging and enforcing best practice from all staff, all the time
- ✔ Evolve BEL Group culture of “openness and positivity in Health and Safety and Wellbeing for all staff
- ✔ Ensure staff are safe, trained and Health and Safety legislation is complied with
- ✔ New hazards identified are loaded in Farm IQ and are eliminated, or minimised as appropriate. All relevant people are notified
- ✔ Hazards, risks and controls are reviewed and updated as required
- ✔ Accidents and incidents (injury or non-injury) are loaded in Farm IQ and relevant reports sent
- ✔ Staff perform, participate and communicate in a safe manner in all activities
- ✔ All staff attend and participate training as required. Competency is measured and recorded for all staff
- ✔ Induction is completed for staff, contractors and visitors

Leadership

Provide strong leadership direction to ensure high performance of the BEL Group business and team

How will this be achieved:

- ✔ Staff are included and involved in the business, so they understand the farm targets, their role in achieving these targets and they are encouraged to contribute when developing the day to day management plan
- ✔ Regular staff meetings occur and are recorded, using an agenda and resulting actions
- ✔ Staff rosters are fair and ensure staff work acceptable hours, time-sheets are recorded accurately
- ✔ Unplanned turnover is minimized, as is the impact of staff issues and conflict
- ✔ All new staff have a structured orientation
- ✔ Training and development needs are identified for all staff and action plans created, monitored and achieved to meet goals
- ✔ Staff are managed in a way that meets legal requirements
- ✔ Communication is effective in leading, inspiring and motivating achievement and continuous improvement

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Business Management

Responsible for the implementation of the Financial Budget and the Strategic Plan for the Farm.

How will this be achieved:

- ✔ Farm Targets are achieved as identified in the strategic plan
- ✔ Refer to budget when planning and implementing farm management plans
- ✔ Keep accurate records of inter-farm transfers and sales
- ✔ Attend budget meetings, having reviewed reports, made comments and answered questions raised
- ✔ Review farm accounts monthly, note queries and follow up any invoices or quotes outside expectations
- ✔ Keep accurate records of stock movements, sales and purchases and provide summaries to the BEL office for reconciliations when required
- ✔ Operation business risks are identified early and mitigated

Production

Management

Responsible for achieving the farm production targets by ensuring data is collected and used to manage herd feeding, maximizing milk production, protecting pasture quality and avoiding pasture damage.

How will this be achieved:

- ✔ Milk production target is met
- ✔ Dairy is operated at optimum efficiency and stress free for people and animals
- ✔ Animal husbandry is managed appropriately, and at a high level
- ✔ The business asset is kept clean and maintained to high standard
- ✔ Potential challenges are identified quickly, and action is taken to fix these
- ✔ Full compliance with Dairy industry requirements are followed
- ✔ Pasture cover is accurately measured in a timely manner, data is analysed and used to make herd feeding decisions
- ✔ Any surplus/deficit is managed in a productive and profitable manner
- ✔ All grazing residuals throughout the season meet agreed farm targets
- ✔ Feed quality is maximized through appropriate use of inputs including: nitrogen, irrigation, crops, other supplements as agreed

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Stock Management

Responsible for managing all stock associated with the farm business to the highest level:

How will this be achieved:

- ✔ Minimise death rates ensuring they are less than targets
- ✔ Complete planning requirements prior to calving, mating and winter
- ✔ Plans are implemented and monitored
- ✔ Farm targets for calving, mating and wintering are met
- ✔ Animal health issues are minimised by proactive identification and treatment of stock
- ✔ All stock are managed and handled in a way that protects the welfare of the animals
- ✔ Animal health strategies are agreed with the Production and Operations Managers prior to being implemented
- ✔ Lamé cow management with treatment and prevention a priority
- ✔ Stock records are up to date so accurate reconciliations can be completed at anytime.

Record Keeping

Maintain all farm records in an accurate and timely manner.

How will this be achieved:

- ✔ NAIT - Ensure as your farms PICA that NAIT compliance is maintained to 100% all of the time and in line with MPI requirements.
 - ✔ Herd records are accurate and up to date (including calving and mating details)
 - ✔ Animal Health Traceability Records accurate and up to date (including treatment)
 - ✔ Resource Management Act Requirements are met (effluent disposal and water consent)
 - ✔ Staff leave is recorded (including annual leave, public holidays, sick leave, bereavement leave and scheduled days off)
 - ✔ Weekly and monthly reports are completed accurately on time
 - ✔ All monitoring and associated paperwork required to comply with legal requirements must be correctly completed
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Asset Management

Manage the farm infrastructure and maintain farm assets:

How will this be achieved:

- ✔ No weeds reach flowering stage
- ✔ All areas of the property are tidy and well presented
- ✔ Lead and support 5S activity and recommendations. Farm is clean and tidy.
- ✔ All machinery and plant are in good working order.
- ✔ Where applicable, manage staff housing issues to ensure compliance. Houses are kept according to BEL Group policy and the tenancy agreements.

Resource Management

Ensure environmental requirements are met

How will this be achieved:

- ✔ Effluent is managed within the requirements of the farm Resource Consent conditions at all times
 - ✔ Staff are trained in the correct operation of the effluent system
 - ✔ Fertiliser is applied according to the fertiliser plan in a timely way, all applications are recorded
 - ✔ Strictly follow Farm Environmental Management Plan, any potential issues are identified early, raised up and mitigated proactively prior to non-compliance
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