

Position Description

Agri Manager

Date: February 2025
Location: 4938 Orchard East Road, Ngatea
Reports to: Chief Executive Officer
Employment: Full time

Townshend Group

The Townshend Group hold direct and indirect investments in assets located across NZ, Chile and the United States. The Group has consistently delivered above average returns and takes pride in its operational excellence, strategic partnerships and entrepreneurship.

Key Relationships

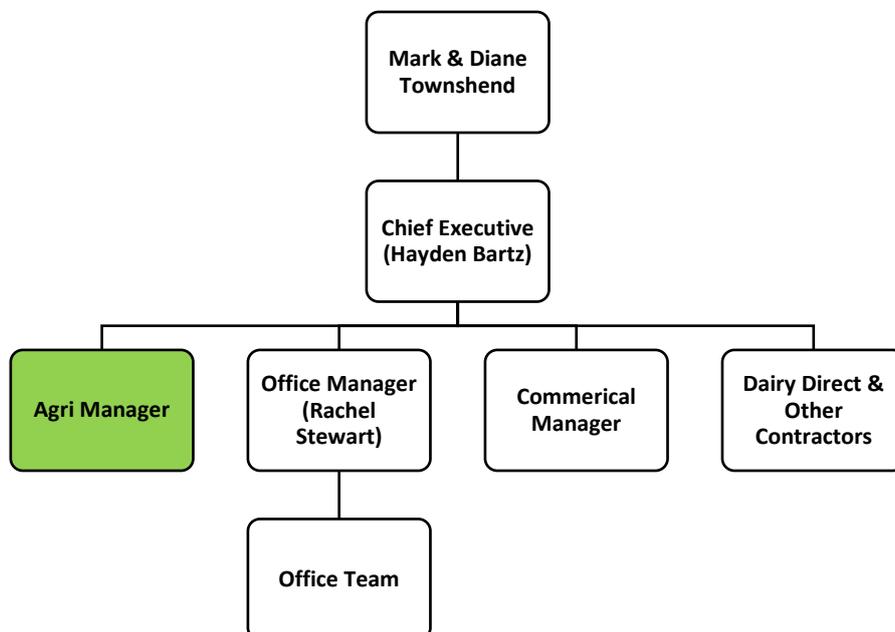
External

- Contractors
- Dairy Direct (Farm Supervision)
- Suppliers
- Rural Professionals
- Milk Companies

Internal

- Chief Executive Officer
- Townshend Group Employees & Contractors
- Contract Milkers & Farm Teams

Organisation Structure



Purpose

The Agri Manager plays a key support role to the Chief Executive Officer and Group by providing high-quality analysis, insight and reporting to inform strategic, operational and investment decisions.

The role has a strong focus on ensuring key farm information and performance measures are collected and monitored. The role provides support for strategic planning and decision making for the farms and supports the business to improve efficiencies and effectiveness. Planning, financial modelling and providing insights that supports business performance, is a key aspect of the role along with ensuring consent compliance across the business.

Performance Measures

1. Compliance
 - The information is gathered, processed and information provided to support compliance and appropriate levels of risk management for areas within the scope of the role
2. Information
 - Operational information that supports the efficient and productive running of the farm is collected and provided in a way that supports good decision making
3. Business Support
 - Commercial Managers, Contract Milkers and Farm Managers feel supported in their delivery of operational performance and have the information they need to deliver on their targets
4. Stakeholders
 - There is pro-active communication with stakeholders that is relevant, up to date and accurate

Key Responsibilities

- 1. On-farm Analysis & Support**
 - Assist in the analysis of physical performance data that supports on-farm planning and reforecasting
 - Working collaboratively with Contract Milkers and Farm Managers to ensure data required for key decisions is gathered and loaded into the relevant database systems including the modelling of production, physical and other farm system data
 - Assist with the monitoring of on-farm compliance requirements (i.e. compliance with water, landuse, effluent and environmental consents and regulations)
 - Maintain on-farm information systems (e.g. MINDA, Overseer, TREV, NAIT and stock weighing) to identify opportunities for improvement.
- 2. Information & Data Management**
 - Co-ordinate a single desk data source for all Townshend Groups data needs
 - Assist in database improvements where gaps exist
 - Develop standard operating procedures to ensure the effective gathering of data at source

- Assist in the production of reports both regular business reporting and ad hoc requirements from the CEO
- 3. Operational Efficiency**
 - Support on farm efficiency and productivity initiatives in terms of assisting with analysis, design and implementation (incl. feed budgets, financial etc.)
 - Plan and analyse animal flow using various data points, keep information up to date and provide accurate and timely information to inform on-farm decision making
 - Ensure stock and other inventory information is analysed
 - 4. Client and Stakeholder Communications**
 - Manage communications with key stakeholders to maintain strong, productive relationships and ensure alignment with business objectives
 - 5. Project Management and Co-ordination**
 - Assist the CEO with the management and co-ordination of on-farm projects and new business initiatives
 - Support due diligence on potential property acquisitions through gathering, validating and presenting operational, environmental and financial data
 - 6. Health and Safety**
 - At all times you must comply with the requirements of the Health & Safety in Employment Act, its amendments and regulations and the Health & Safety Policies and Procedures of the Group
 - When visiting farms and other work locations you need to familiarise yourself with the hazards and health and safety practices in that work area, making sure you comply with your obligations
 - 7. Townshend-Thomas Charitable Community trust**
 - Contribute to the administration of the trust that is established to serve the Ngatea, Hauraki and wider district communities

Personal Specifications

- **Educational and Experience** - A tertiary qualification in Agriculture or Commerce, or a minimum of two years' experience in a similar role, demonstrating a solid foundation in agricultural practices or business analysis
- **Industry Knowledge** - Comprehensive understanding of farming systems, including operational, environmental, and financial aspects
- **Technical** - Advanced computer literacy, with proficiency in Microsoft Excel, Word, and specialised analytical monitoring tools, essential for data management and analysis in Agribusiness
- **Analytical and Critical Thinking** - Exceptionally developed analytical and lateral thinking skills, enabling innovative problem-solving and effective decision-making
- **Attention to Detail** - A high level of attention to detail, ensuring precision in data handling, analysis, and reporting
- **Professional** - A mature and pragmatic approach to work, coupled with high levels of initiative and adaptability
- **Organisational Abilities** - Capable of managing multiple priorities efficiently.

- **Interpersonal Skills** - Adept at building and maintaining effective relationships with a diverse range of individuals and key stakeholders.
- **Communication** - Effective written and verbal communication abilities, including presentation skills.
- A current New Zealand full driver's license

Non-Limitation Clause

This job description is not intended to be a complete or limiting description of the functions that you may reasonably be requested to undertake both within and outside of the normal hours of work.

Agreed With (Employee)

Signature: _____

Name: _____

Date: _____

Approved By (Employer)

Signature: _____

Name: _____

Date: _____