

Job Description – Contract Manager

2178 Eltham Rd, South Taranaki



Employee:		Date:	
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Job title	Contract Manager
Location	2178 Eltham Rd, South Taranaki
Purpose of position	The Contract Milker is responsible for running the farm day to day to achieve the agreed production goals, while keeping a close eye on financial goals. The role trains and manages staff to help achieve these goals and maintain the farm, and reports regularly to the Farm Consultant and owners. The Contract Milker is expected to work independently, with minimal input from the farm owner.
Reporting line	Reports to the Farm Consultant, Lauren McEldowney

The key responsibilities of the role are set out below, along with the performance measures that show what good looks like. These measures form the basis of regular performance reviews.

Key responsibilities	Performance measures (what good looks like)
Business management. Operate the farm within the agreed budget and financial objectives, including:	
Implement the seasonal plan for the farm.	- Farm targets are achieved as set out in the seasonal plan - Operational business risks are identified early and mitigated - All invoices are passed to the farm owner before the 15th of each month - No unbudgeted expenditure without prior approval
Manage staff and contractors using good-practice management techniques.	- Staff are included and involved in the business so they understand the farm targets and their role in achieving them, and are encouraged to contribute to the day-to-day management plan - Staff rosters are fair and ensure acceptable work hours; timesheets are kept to confirm hours worked - Performance appraisals are completed quarterly with all staff (including part-time staff) - Liaise and co-ordinate with contractors for maximum efficiency - Unplanned turnover is minimised, as is the impact of staff issues and conflict - All farm health and safety requirements are met - All new staff receive a structured induction

	• Training and development needs are identified for all staff and steps are taken to meet them • Staff are managed in a way that meets legal requirements
Production management. Collect and use information to ensure farm targets are met, including:	
Achieve the farm production targets by collecting and using information to manage herd feeding, maximise milk production, protect pasture quality and avoid pasture damage.	• Target milk production is met • Daily production per cow is monitored against targets and results are communicated to the Farm Consultant • Pasture cover is measured accurately and on time; the data is analysed and used to make herd feeding decisions • Feed planning tools are used to support decision making • Any feed surplus or deficit is managed proactively; feed conservation requirements are agreed with the farm owner • Grazing residuals meet agreed farm targets throughout the season • Feed quality is maximised through appropriate use of inputs, including nitrogen, crops and other supplements, as agreed with the farm owner
Stock management – animal health and welfare. Manage animal health and welfare on the farm, including:	
Manage all stock associated with the farm business to the highest standard.	• Death rates are minimised and kept below target (<1.2%) • Planning for calving, mating and winter is completed in advance • Plans are implemented and monitored • Farm targets for calving, mating and wintering are met • Animal health issues are minimised through early identification and treatment of stock • All stock are managed and handled in a way that protects their welfare • Animal health strategies are agreed with the farm owner before being implemented • Stock records are kept up to date so accurate reconciliations can be made at any time
Stock management – calf rearing. Manage calf rearing so farm targets are met, including:	
Rear calves to target weights so only quality young stock re-enter the herd.	• Calves kept for rearing are fed colostrum, tagged correctly, recorded and delivered to the calf rearing facility within 24 hours • Heifer calves are reared to meet target weights before leaving the property • DNA sampling carried as agreed in seasonal plan • Calf progress is monitored and from 6 weeks old calves are weighed at least every two weeks while on the property • Bobby calves for sale are four days old, above the minimum specified weight and free of inhibitory substances
Milk production. Meet milk quality and dairy targets, including:	

Ensure only top-quality product leaves the farm gate, achieving continuous grade-free seasons in line with farm targets.	• Only milk of the finest quality is presented for collection • The dairy is run at optimum efficiency and is stress-free for people and animals • Cows are milked correctly, marked cows are managed as per the Farm Operations Manual, and all cows are teat-sprayed before leaving the dairy • Dairy plant and equipment are kept clean and maintained to a high standard • Faults are identified quickly and action is taken to fix them • The annual Agriquality inspection and dairy company requirements are complied with
Record keeping. Oversee all farm records, including:	
Maintain all farm records accurately and on time.	• Herd records are accurate and up to date (including calving and mating details) • NAIT records are accurate and up to date, and all animal treatments are recorded • 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 and on time • All monitoring and paperwork required to comply with TB legal requirements is completed correctly
Asset management. Manage farm assets in line with the Farm Policy, including:	
Manage and maintain the farm infrastructure and assets.	• Crop and pasture establishment is completed on time and as agreed • No weeds reach flowering stage • All areas of the property are tidy and well presented • All accommodation, gardens and section areas are kept tidy and well presented
Natural resource management. Manage the farm's natural resources, including:	
Meet environmental requirements as set out in the Farm Operations Manual.	• Effluent is managed within the farm's resource consent conditions at all times • An effluent management plan is in place for the farm • Staff are trained in the correct operation of the effluent system • Fertiliser is applied according to the fertiliser plan, on time, and all applications are recorded
Health and safety. Promote a safe working environment on the farm, including:	
Comply with all health and safety requirements as set out in the Health and Safety Manual.	• The Health and Safety at Work Act 2015 is complied with • People on the farm are kept safe • The farm owner is notified of new hazards, and the risks are eliminated or, where that is not reasonably practicable, minimised • The farm owner is notified of accidents and near misses (injury or non-injury), and accident reports are completed

