



## **Job Description – Stock Manager**

### *Onepu Farm*

#### **Background**

Onepu is a 490 ha property, in beef and sheep farming and forestry. This property has recently been purchased by Te Runanga Nui o Te Aupouri Trust with a takeover date of 1<sup>st</sup> July 2015. The property is approximately 330 ha in pasture with another 100 ha likely to be added in early 2016.

The property is currently run as an intensively managed bull finishing block with a small breeding ewe/lamb fattening flock. It is envisioned that a similar stock policy will continue on the property. Currently 300+ bulls are finished/year along with 500 lambs.

A Stock Manager is to be appointed for the day to day running of the property. This position will be supervised on a weekly basis by the Farm Supervisor.

Onepu may be amalgamated with another larger block in the near future. If that occurs then a farm manager will be appointed to manage the amalgamated farming enterprise and this stock managers position will come under their management.

#### **Position Objective**

To carry out the day to day farming activities under direction of the farm supervisor. This is a sole charge position on a day to day basis, though it will include management of casual staff and contractors as required.

This position reports to the Farm Supervisor who reports to Te Aupouri Commercial Development Limited.

#### **Competencies required**

<b>Communication</b>	Balancing listening and talking; speaking and writing clearly and accurately. Able to engage in email communication
<b>Team Work &amp; Coachability</b>	Ability to work under the direction of the farm supervisor. Be receptive to learning new skills and approaches to farm systems. Be willing to receive feedback and adjust activities accordingly

<b>Problem Solving &amp; Innovation</b>	Problem solve and find the best solution to a given problem or situation; collaborate with others to seek input and alternative ideas. Take ownership of your work and think of new ways to do things better
<b>Self Management</b>	Be self-managing; focus on effective planning and time management as well as prioritisation of tasks; be reliable and maintain work / life balance. Maintain reasonable standards of presentation at all times, both on the farm and around the home
<b>Technical &amp; Practical Skills</b>	Be able to understand and measure, monitor and adapt to improve farm performance; be receptive and willing to learn and embrace technology as required of the position and job duties
<b>People Management</b>	Able to manage own time efficiently to achieve farm duties required. Able to manage casual staff and contractors as required
<b>Administration</b>	Keep up to date with administrative and reporting responsibilities required of the position and job duties
<b>Asset Management</b>	Assist Farm Supervisor/manager to ensure property and associated assets are optimised, secure and maintained within seasonal operating budgets

## Knowledge, Skills & Experience

- Have a proven ability as a Stockman in keeping with the responsibilities of this position, experience with intensively managed bull finishing systems would be valuable.
- Provide own dogs.
- Be self-motivated and self-managing on a day to day basis.
- Have good communication skills, able to discuss ideas and disagreements in a constructive manner.
- Ability to manage farm expenditure within a financial budget.
- Able to manage the purchase and sale of livestock in conjunction with the farm supervisor.
- Ability to manage casual staff and contractor.
- Be willing to attend appropriate training courses to develop further skills and experience when required.
- Be receptive to learning new technologies to improve productivity and profitability of the farm.

## **Health and Safety**

- Ensure the farm follows the prescribed health and safety policy
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of hazard/danger, accidents, near misses, and property damage at the workplace
- Ensure the appropriate training and record keeping is undertaken
- Correct use of appropriate safety gear / equipment.

## **General responsibilities**

### **Feed Production Management**

- Assist in the planning and allocation of feed using feed budgeting techniques to achieve production targets
- Develop and implement the grazing management plan in conjunction with the farm supervisor
- Help source required supplements and grazing, manage the feed out supplement as required
- Assist to develop and implement an annual nutrient management plan, with the fertiliser supplier
- Assist to develop and implement a cropping and regrassing programme
- Manage weeds and pests to maintain pasture and crops

### **Animals**

- Assist in the development of and implementation of an animal health programme to maintain good health
- Assist in the development and implementation of a mating programme to ensure reproductive targets are achieved
- Ensure agreed stock policy is adhered to
- Ensuring all herd/flock records are maintained including stock counts and reconciliations
- Maintain a daily livestock diary and ensure paddock diaries and stock tallies are kept by other staff under the incumbent's control. The information in this diary is the property of the Company
- Adhere to all relevant animal welfare codes.

### **Business**

- Work with the Farm Supervisor/manager to develop Business Plan and annual budget
- Liaise with key rural professionals e.g. vet, fertiliser rep, stock agents and contractors to ensure smooth operation of the farm
- Assist to develop, review and manage repairs and maintenance schedule for all plant, machinery and infrastructure
- Assist to ensure all relevant farm policies are understood and adhered to

**Environment**

- Assist to manage the farm within consent conditions
- Work within best practice environmental guidelines
- Assist to ensure any development work is undertaken with appropriate consents under the RMA

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**People**

- Engage casual staff and contractors as required in conjunction with the Farm Supervisor
- Supervise day to day activity, organise rosters and schedule tasks/activities that need to be undertaken by staff and contractors
- Assist in the training/coaching and development of staff to enable them to competently carry out tasks required of them on farm
- Assist to ensure that Health and Safety policies and procedures are adhered to