|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | |
|  | **POSITION DESCRIPTION TEMPLATES** | |  |
| **Suggested steps for preparing and using a POSITION DESCRIPTION**  **position description template**  If at any time you need more information or assistance, A detailed Position Description is an essential start  call your dairy adviser or visit **thepeopleindairy.org.au** to recruiting a new employee. This will help you find  the right person for the job and explain what you  **Step 1 Conduct a job analysis** expect from your new employee. Writing a position Before you recruit, you need to understand the position description will help clarify the skills and traits you you are trying to fill and the type of person required to fill it. need the new employee to have. You should include:   * Job title and location   A job analysis is the process through which you work out • Duties, responsibilities and tasks – what you need  the tasks you want performed and the skills, knowledge the person to do, who they are incharge of and  and abilities required to perform them. who they report to  You need to think carefully about what you really want. • Any required skills, qualifications, licenses  Do you just want a hand with the milking (casual milker) and experience  or do you want to delegate some responsibility to a farm  manager and have some work life balance – a holiday. • Any other requirements, such as physical demands  **Step 2 Outline the type of role or job** Read more about each role in Stepping Stones which **to done** aims to help both new and current employees identify In considering the nature of the work involved, you should and progress along pathways which will benefit  think about: the individual and the dairy industry as a whole:  **thepeopleindairy.org.au/planning-for-the-future/**  Which parts of the farm system will the employee **stepping-stones/**  be working in? For example, milk harvesting, animal husbandry and heifer rearing, feed management and delivery, pasture production and cropping, repairs, maintenance and development, administration and risk management? What are the specific jobs to be done in each of these areas?  Is the type of position you are trying to recruit for at the level of:   * Assistant Farm Hand * Farm Hand * Senior Farm Hand * Production Manager * Senior Production Manager; or * Business Manager | | | |

# Step 3 Create a position description

A position description should include:

* the job title;
* a summary of the role and how it fits into the business;
* details of the tasks to be undertaken for the role;
* the reporting structures and working relationships that apply;
* levels of performance required; and
* may include time lines for various projects or undertakings

Written position descriptions are important because they set guidelines and expectations and are often used as the basis of performance appraisals.

Once you have outlined the employee’s duties it is important to check that you have described a ‘realistic’ job. Review the list of duties and estimate the time required to do each task. Is the overall job a realistic one? Consult with other staff and family members to ensure that you have identified the job well.

# Step 4 Create a person specification

The person specification takes the position description and answers the question, ‘What human traits and experience are required to do this job well?’ The person specification may be a separate section of the position description or a separate document entirely; often (as with the templates provided) it is presented on the back of the position description.

Areas to describe may include some or all of the following:

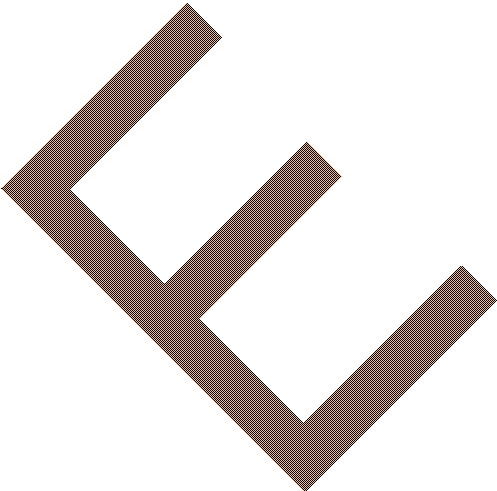
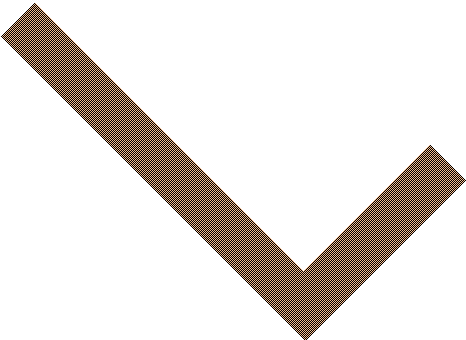
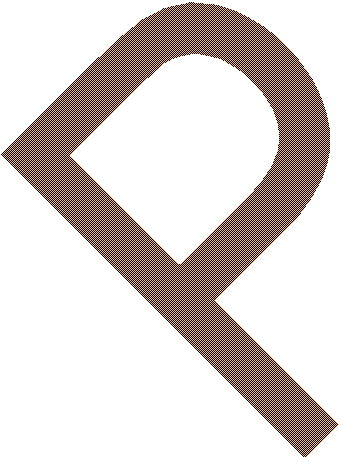
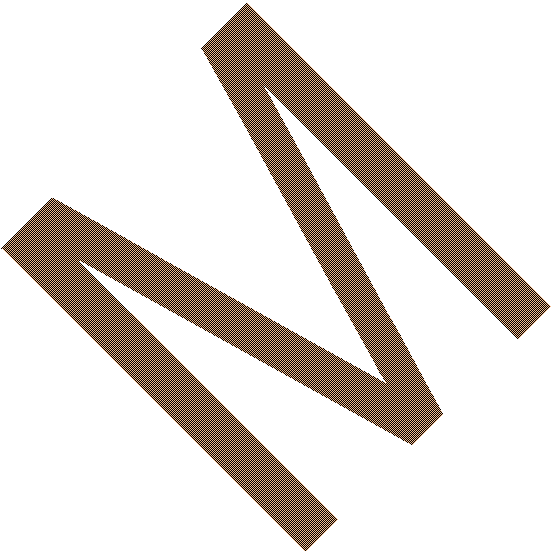
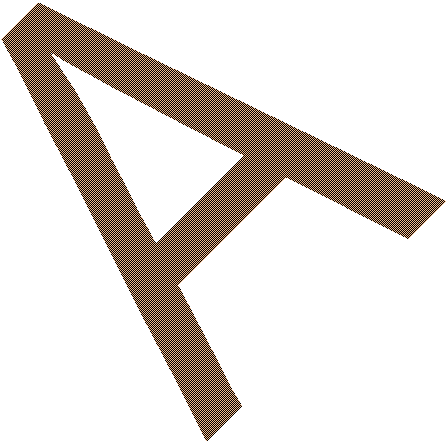
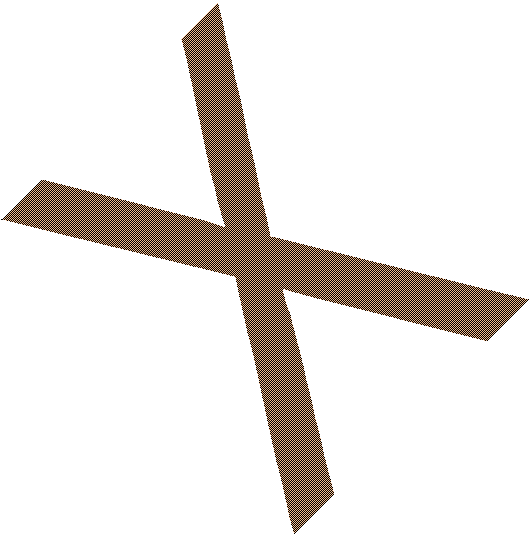
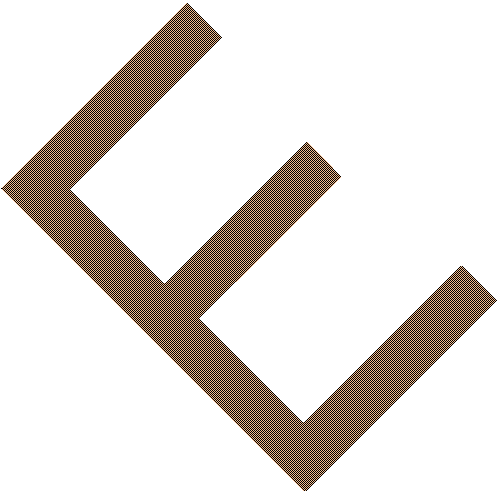
* skills – e.g. stock handling, tractor driving;
* abilities – e.g. good people manager;
* knowledge – e.g. feed budgeting;
* degree of initiative – e.g. can work unsupervised and deal with unforeseen problems;
* education and qualifications – e.g. chemical user’s certificate, Certificate II in Agriculture;
* work experience – e.g. has managed staff in a large herd system; and
* personality traits and temperament – e.g. gets on well with others, good ‘team player’.

The person specification should have ‘essential’ and ‘desirable’ components. The most important traits or experience are usually considered essential and the less important are desirable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | |  |
|  | **POSITION DESCRIPTION** | |  |
| 1. **Organisational relationships**   Reports to: Supervises:   1. **Position summary** 2. **Major responsibilites** 3. **Duties**   Milk harvesting  Animal husbandry | | | |
| 1 of 3 |

|  |  |
| --- | --- |
| Feed management and delivery  Pasture production and cropping  Plant equipment and infrastructure maintenance  Administration  **5 Skills and experience (person specification)**  Skills and knowledge  Training and qualification  Work experience |  |
| 2 of 3 |

|  |  |
| --- | --- |
| **6 Personal Compentency** Initiative  Acceptance of direction • An ability to take action when enterprise is required.   * Actively seeks out opportunities to make extra * Acceptance of direction and code of behaviour within contributions to benefit the business. the business. Accuracy and eye for detail * Demonstration of a concern for accuracy. Interpersonal skills * Attention to all requirements of a task and • The ability to interact appropriately and successfully implementation of checking and follow-up. with people of all different types and atdifferent levels.   Punctuality Listening skills   * Ability to be punctual on a regular basis and • The ability to give close attention to someone, follow appropriate communication in the event of instruction and involve in discussion.   being delayed.  Teamwork  Prioritising skills • The ability to work with other people towards a   * Identification of the important operational requirements common goal.   of the farming enterprise. Implementationof priority • To establish effective collaborative relationships with tasks within the resource capabilities available. other people in the business.  Confidence Work ethic   * A quality of self-reliance and boldness. • The commitment to work within the boundaries of what * A confidence and belief in own ideas and opinions and is a reasonable industry expectation. a willingness to express and act uponthem.   Communication  Empathy • Ability to communicate clearly and effectively via   * The ability to perceive and understand the feelings phone, sms, interpersonally or by email, presentideas of others. and to document activities; to source, read and   interpret written information.  Flexibility to cope with change • To keep all stakeholders up to date.   * Demonstration of the ability to instigate, support and cope with change.   Handling pressure and stress   * The ability to continue to perform well under pressure or in stressful circumstances. |  |
| 3 of 3 |



## POSITION DESCRIPTION (BLANK)

### <insert employee name>

<insert position title>

## ORGANISATIONAL RELATIONSHIPS

### **Reports to:** < insert the name of the person the incumbent is directly responsible to>

**Supervises:** <insert the name(s) of the person(s) the incumbent is directly responsible for>

## POSITION SUMMARY

<insert overall statement about the position, how it fits into the farm system and working conditions>

## MAJOR RESPONSIBILITIES

### <insert a list of the main areas of responsibility the employee has within this position>



### 



## DUTIES

### <insert the actual tasks the employee completes as part of the role>

*Milk Harvesting*

### 



*Animal Husbandry*

### 



*Feed Management and Delivery*

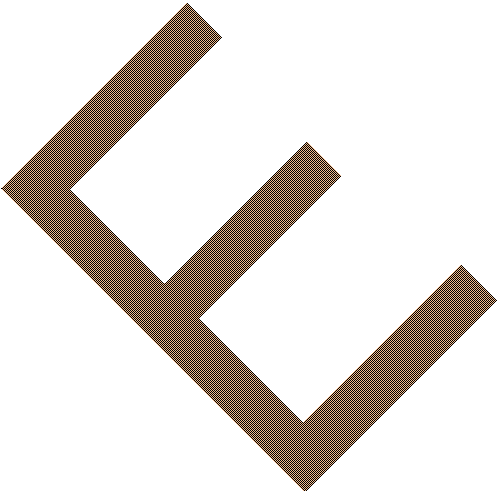
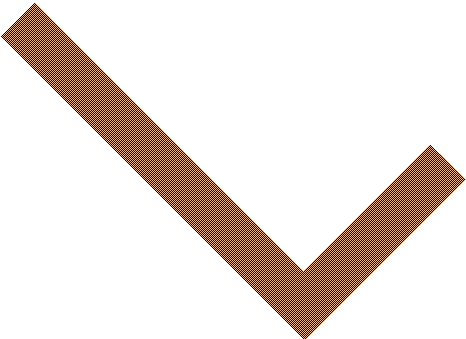
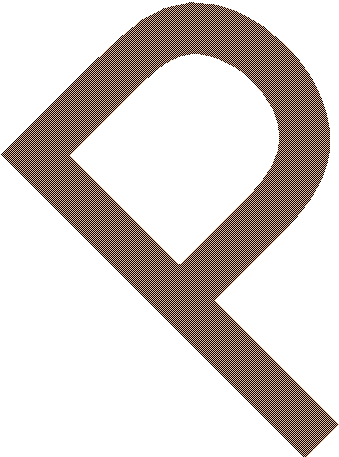
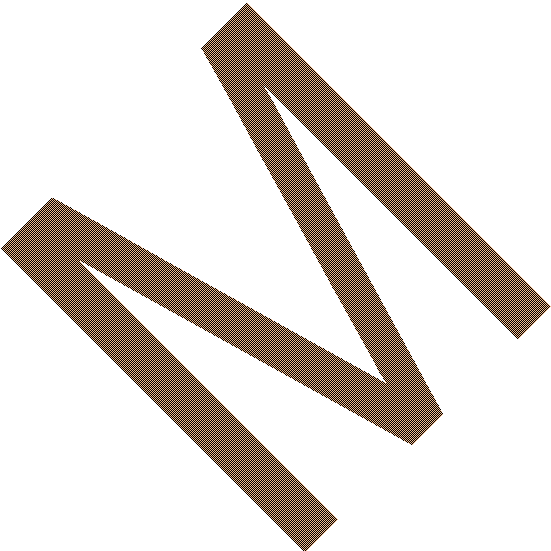
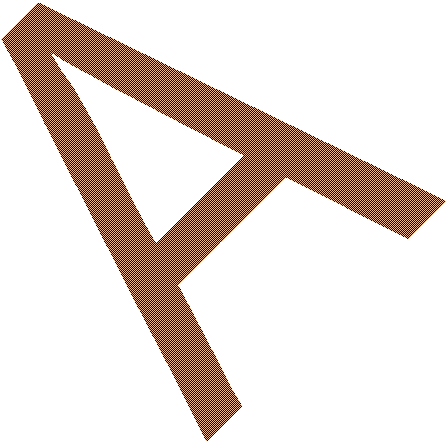
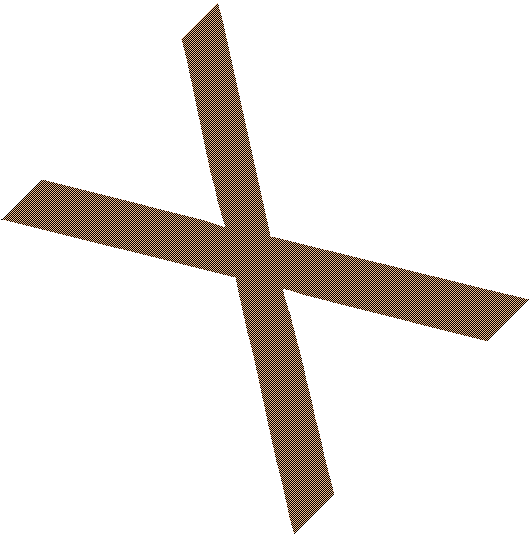
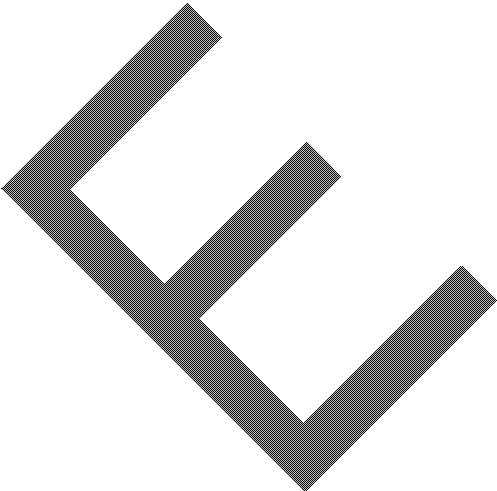
### 



*Pasture Production and Cropping*

### 





*Plant Equipment and Infrastructure Maintenance*

### 



*Administration*

### 



## SKILLS AND EXPERIENCE (person specification)

### <insert the personal attributes needed to perform the role>

*Skills and knowledge*

### 



*Training and qualifications*

### 



*Work experience*

### 



## PERSONAL COMPETENCY

*Acceptance of direction*

* Acceptance of direction and code of behaviour within the business.

*Accuracy and eye for detail*

### Demonstration of a concern for accuracy.

* Attention to all requirements of a task and implementation of checking and follow-up.

*Punctuality*

### Ability to be punctual on a regular basis and appropriate communication in the event of being delayed

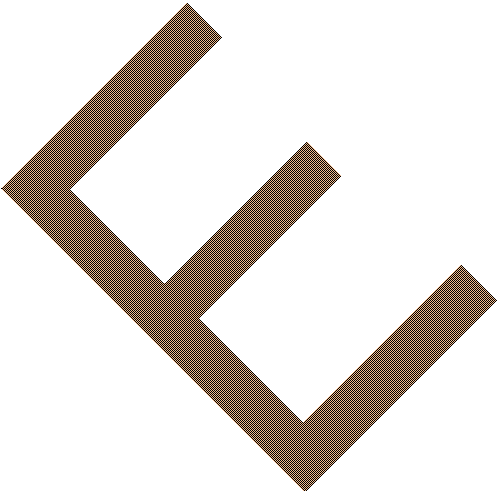
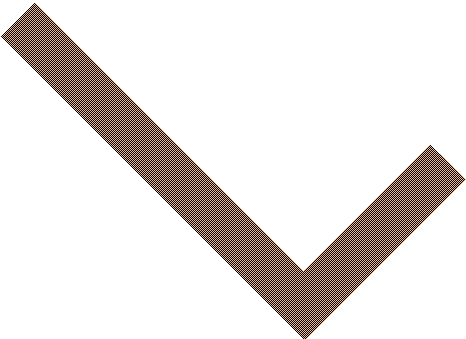
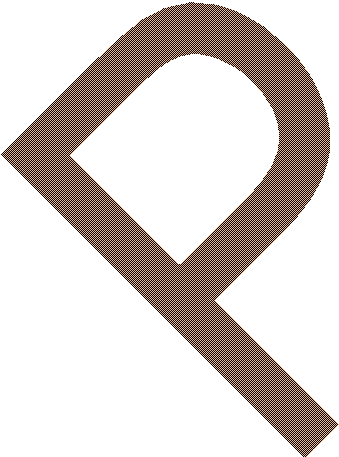
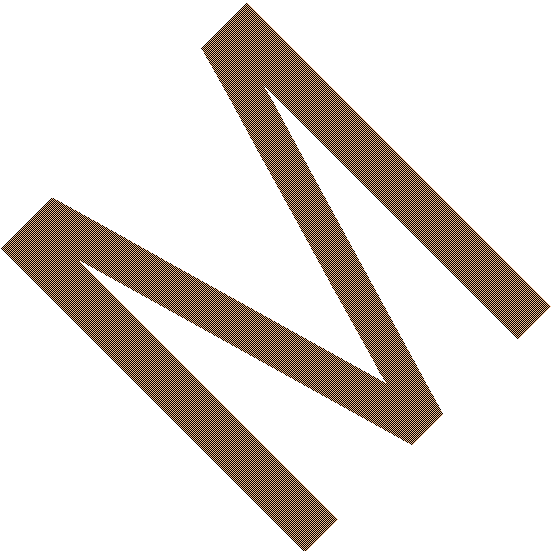
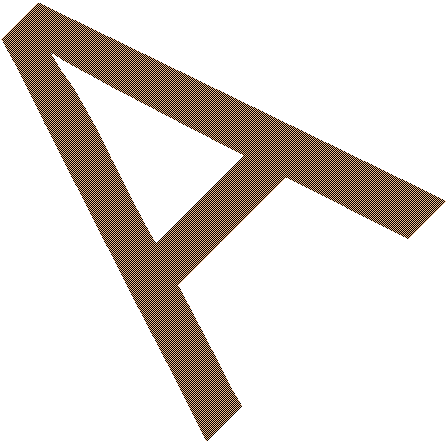
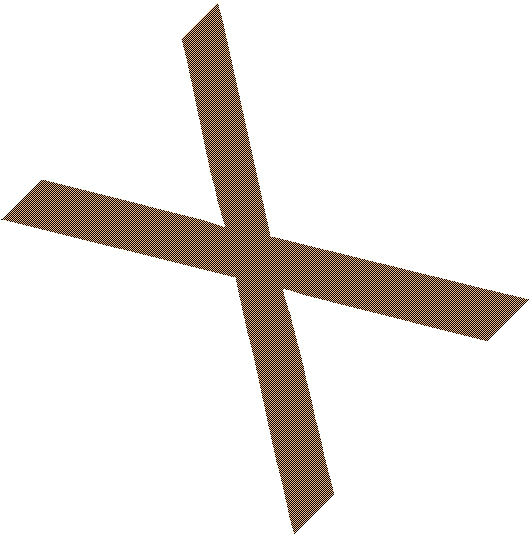
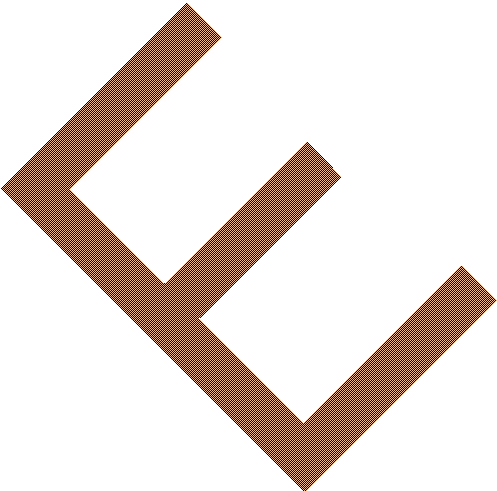
*Prioritising skills*

### Identification of the important operational requirements of the farming enterprise. Implementation of priority tasks within the resource capabilities available.

*Confidence*

### A quality of self-reliance and boldness.

* A confidence and belief in own ideas and opinions and a willingness to express and act upon them.



*Empathy*

### The ability to perceive and understand the feelings of others.

*Flexibility to cope with change*

### Demonstration of the ability to instigate, support and cope with change.

*Handling pressure and stress*

### The ability to continue to perform well under pressure or in stressful circumstances.

*Initiative*

### An ability to take action when enterprise is required.

* + Actively seeks out opportunities to make extra contributions to benefit the business.

*Interpersonal skills*

### The ability to interact appropriately and successfully with people of all different types and at different levels.

*Listening skills*

### The ability to give close attention to someone, follow instruction and involve in discussion.

*Teamwork*

### The ability to work with other people towards a common goal.

* + To establish effective collaborative relationships with other people in the business.

*Work ethic*

### The commitment to work within the boundaries of what is a reasonable industry expectation.

*Communication*

### Ability to communicate clearly and effectively via phone, sms, interpersonally or by email, present ideas and to document activities; to source, read and interpret written information.

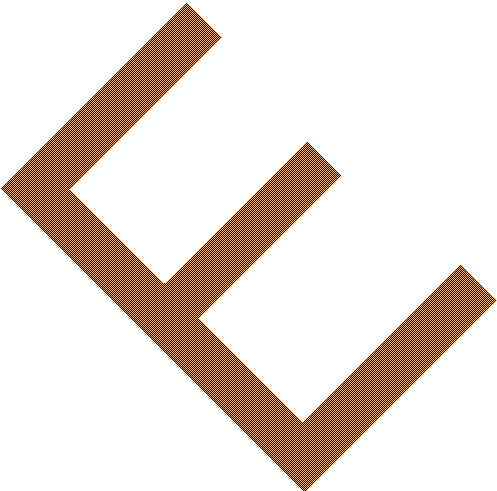
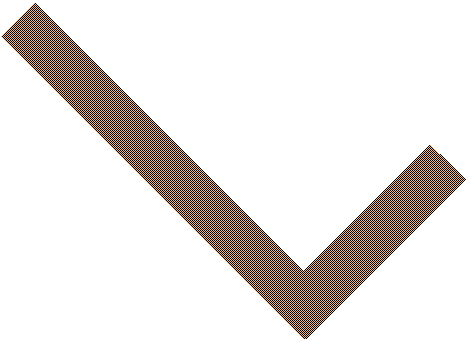
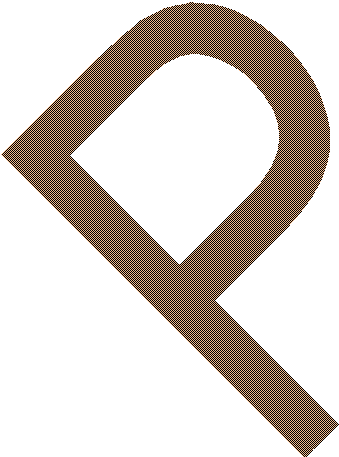
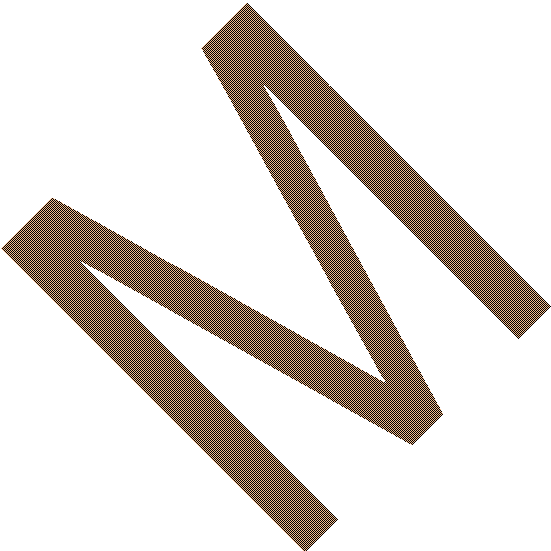
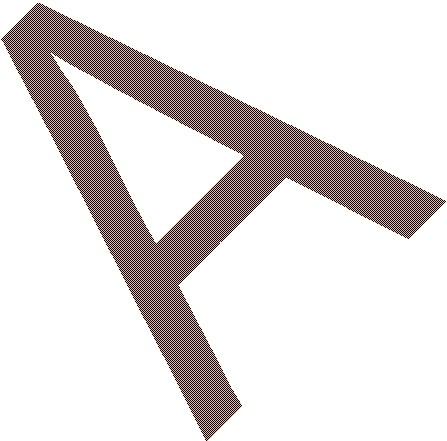
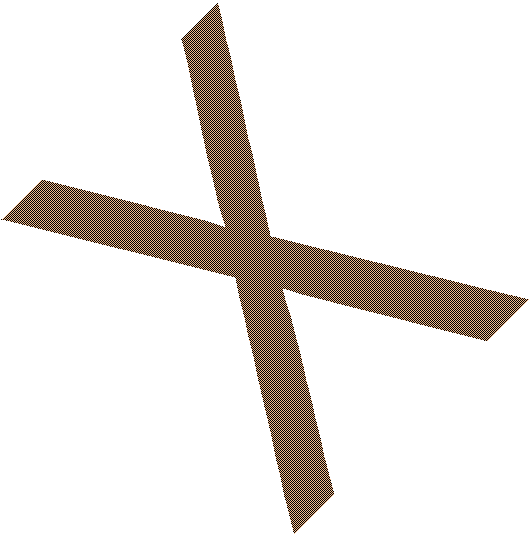
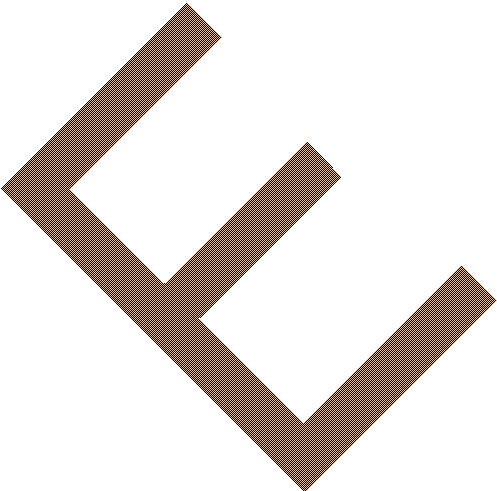
* + To keep all stakeholders up to date.

#### SENIOR FARM HAND (FLH5)

<insert employee name>

**POSITION TITLE: Senior Farm Hand** <farm, herd, pastures, machinery and/or feed>

#### ORGANISATIONAL RELATIONSHIPS



**Reports to:** < insert the name of the person the incumbent is directly responsible to>

**Supervises:** <insert the name(s) of the person(s) the incumbent is directly responsible for>

#### POSITION SUMMARY

<insert overall statement about the position, how it fits into the farm system and working conditions>

#### MAJOR RESPONSIBILITIES

<insert a list of the main areas of responsibility the employee has within this position>







#### DUTIES

<add or delete duties from the list below>

*Milk Harvesting*

* + Identify and correct problems in the machine function and operation as they arise. Identify and correct unsafe and unacceptable milking practices. Train others in correct milk harvesting technique. Oversee adherence to quality assurance programs. Organise staff involved with the dairy routine. Oversee the cleaning up procedure and preparation for the next milking.

*Animal Husbandry*

* + Determine ration and deliver to replacement heifers. Monitor growth rates against targets. Administer drenches, vaccines, mineral supplements and other appropriate animal husbandry. Organise mating program for rising 2 year olds.
  + Select cows for AI, assist with semen selection. Thaw and inseminate. Mark inseminated cows and keep insemination records. Apply heat detection aids, identify, record, mark and draft cows on heat, segregate and prepare for insemination.

*Feed Management and Delivery*

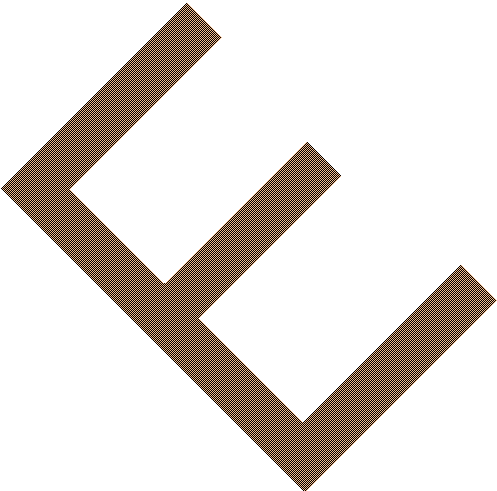
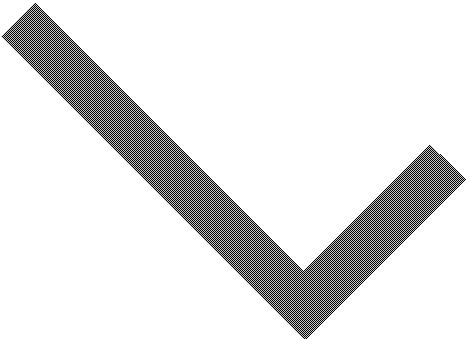
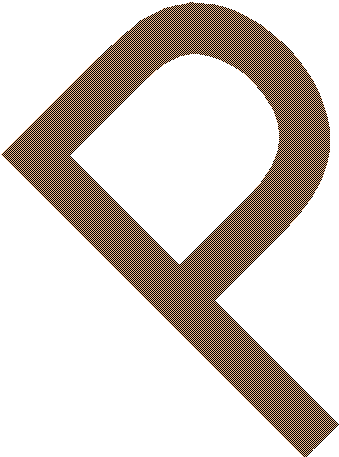
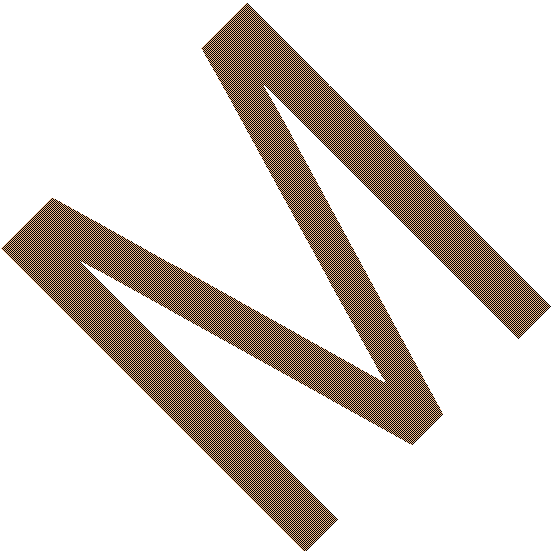
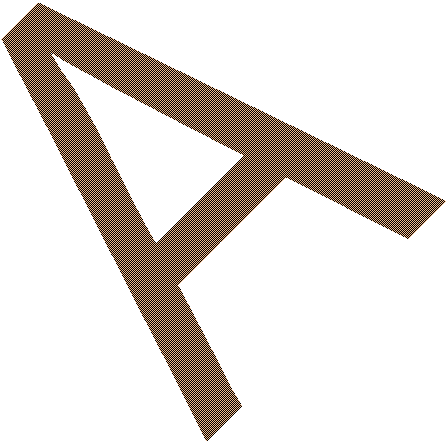
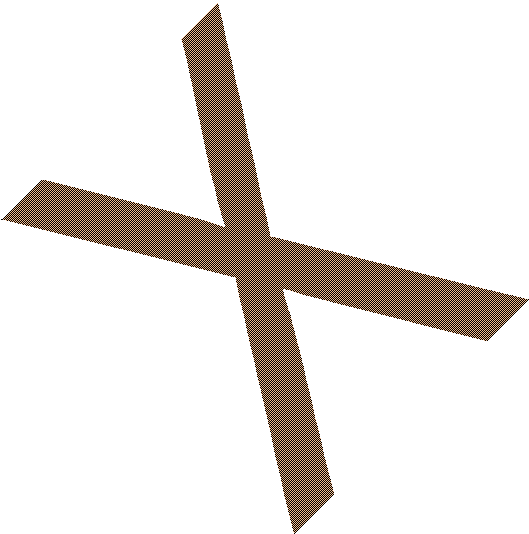
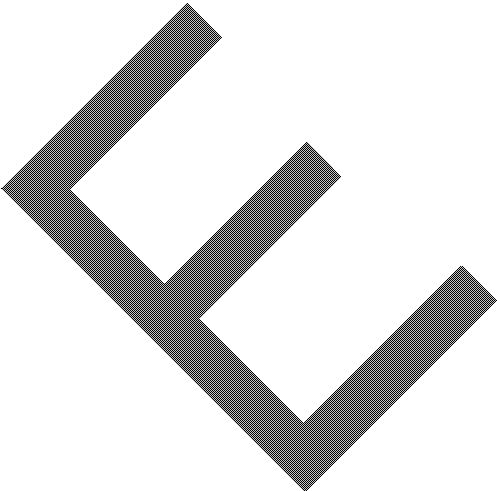
* + Determine pasture availability based on growth rates and rotation length. Oversee its allocation including setting up rotation plan and use of temporary fencing.
  + Set up, operate and monitor concentrate feed delivery equipment at dairy and elsewhere on farm. Oversee the processing of concentrates to deliver the prescribed ration. Manage stored feed inventory.

[www.thepeopleindairy.org.au](http://www.thepeopleindairy.org.au/) Page 4 of 7 August 26, 2013

* + - Determine the most appropriate time to graze fodder crops and organise for the delivery of the selected quantity to the herd.
    - Oversee the sourcing and reticulation of water to stock to meet their requirements.

*Pasture Production and Cropping*

* + - Determine paddocks to lock up for forage conservation and the most appropriate time of harvesting.
    - Implement the irrigation program including monitoring and maintenance of irrigation equipment.



* + - Follow weed management policy on farm. Monitor and determine most appropriate treatment for pasture and crop pests.

*Plant Equipment and Infrastructure Maintenance*

* + - Oversee maintenance program for farm vehicles, equipment and implements
    - Implement maintenance program for farm buildings including shedding, dairy and dwellings
    - Implement the dairy maintenance schedule including replacement of rubberware, routine machine testing and maintenance of equipment.

#### OTHER RESPONSIBILITIES

*Milk Harvesting*

* + Collect cows from paddock to the dairy using machinery supplied and operate it within the farm guidelines. Set up tracks and gates for next grazing. Bring cows from yard to milking shed according to farm procedure.
  + Check and start the milking system, milk cooling, refrigeration, washing and feed system. Cup up cows after attending to appropriate udder hygiene.
  + Remove cups from cows following the standard operating procedures (SOP). Prepare and apply teat disinfectant for use according to SOP. Oversee the movement of cows from the dairy.
  + Identify cows with clinical mastitis, teat damage, lameness and other illnesses. Follow protocols for the treatment and recording of the condition.
  + At the completion of milking, follow the procedures for plant cleaning and the shut down process. Prepare the dairy in readiness for the next milking according to the set guidelines.

*Animal Husbandry*

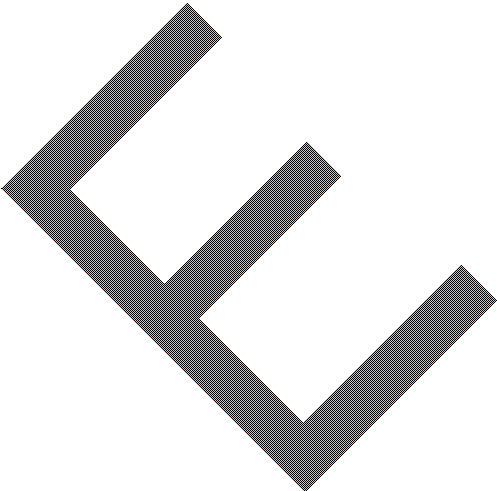
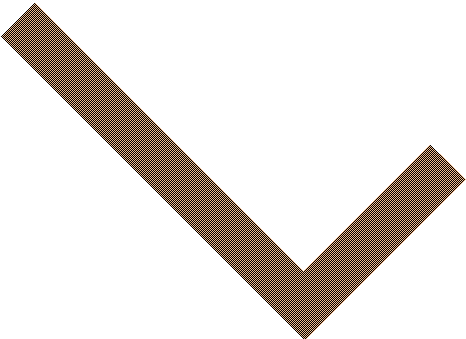
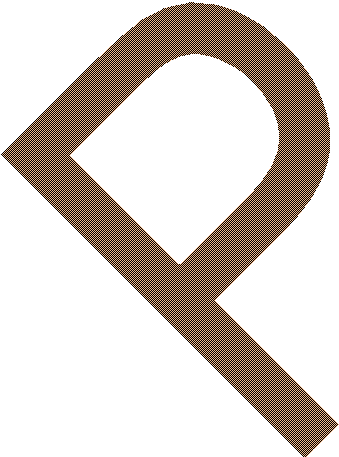
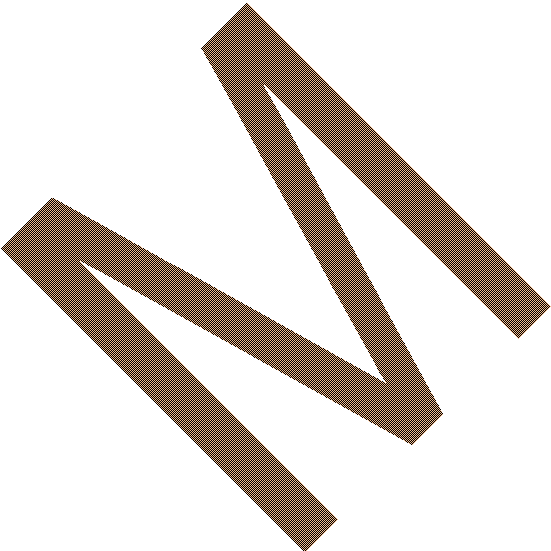
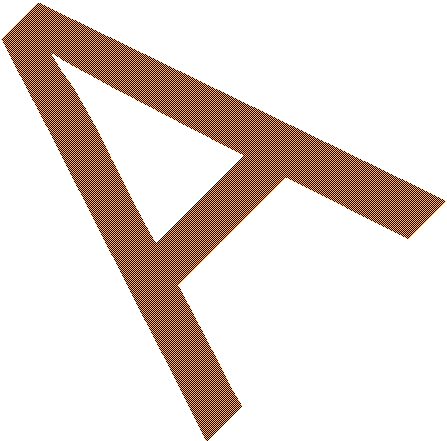
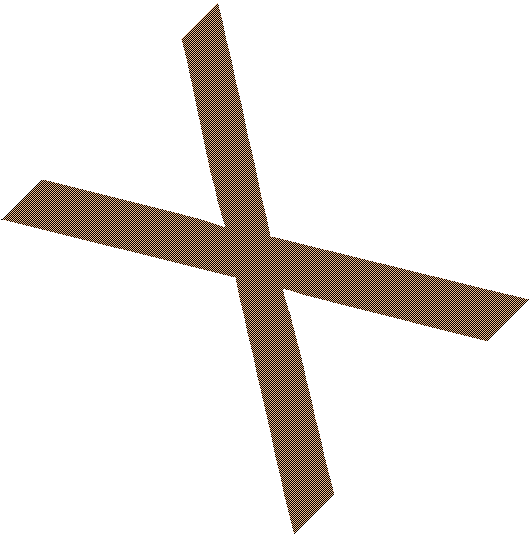
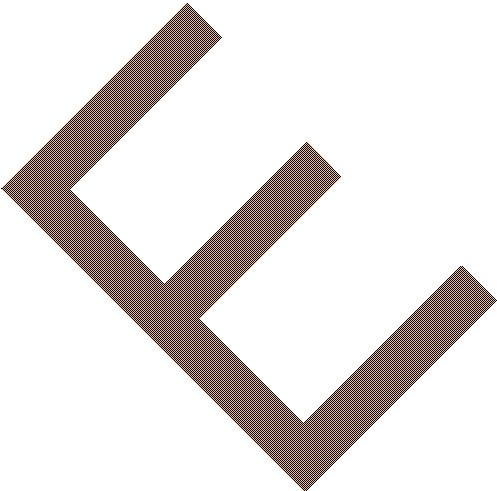
* + Identify and treat common ailments of cattle including reproductive disorders, downer cows and lameness. Assist veterinarian when required. Record all treatments to meet quality assurance requirements and farm policy. Follow farm guidelines for storage of appropriate levels of veterinary and animal husbandry supplies.
  + Manage the feeding program for springing cows. Regularly observe and attend to animal health needs and assist calving cows.
  + Identify and record newborn calves, ensure adequate colostrum intake and adhere to farm procedures for newborn calf management. Organise preparation and sale of bobby calves.

[www.thepeopleindairy.org.au](http://www.thepeopleindairy.org.au/) Page 5 of 7 August 26, 2013

* Prepare and deliver milk and concentrates to reared calves. Observe and treat calves requiring medication. Manage calf groups through to weaning.
* Participate in cattle mustering, drafting, transport and application of herd ID program. Adhere to farm policy on handling and welfare of stock.

*Feed Management and Delivery*

* Load and feed out conserved fodder using farm machinery either in paddock or on feed pad, hay feeders or troughs.



#### SKILLS AND EXPERIENCE (person specification)

<insert the personal attributes needed to perform the role>

*Skills and knowledge*





*Training and qualifications*





*Work experience*





#### PERSONAL COMPETENCY

*Acceptance of direction*

* + Acceptance of direction and code of behaviour within the business.

*Accuracy and eye for detail*

* + Demonstration of a concern for accuracy.
  + Attention to all requirements of a task and implementation of checking and follow-up.

*Punctuality*

* + Ability to be punctual on a regular basis and appropriate communication in the event of being delayed

*Prioritising skills*

* + Identification of the important operational requirements of the farming enterprise. Implementation of priority tasks within the resource capabilities available.

*Confidence*

* + A quality of self-reliance and boldness.
  + A confidence and belief in own ideas and opinions and a willingness to express and act upon them.

*Empathy*

* + The ability to perceive and understand the feelings of others.

*Flexibility to cope with change*

* + Demonstration of the ability to instigate, support and cope with change.

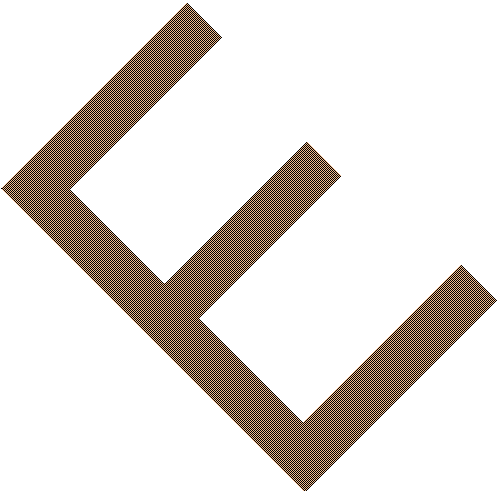
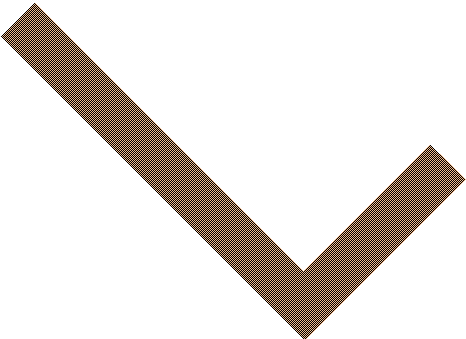
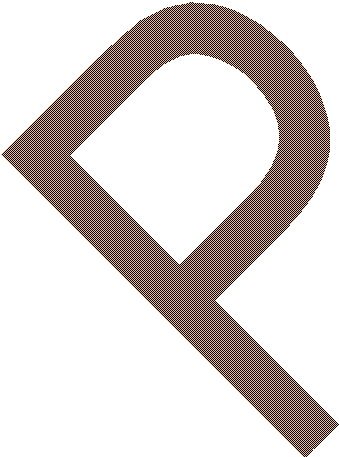
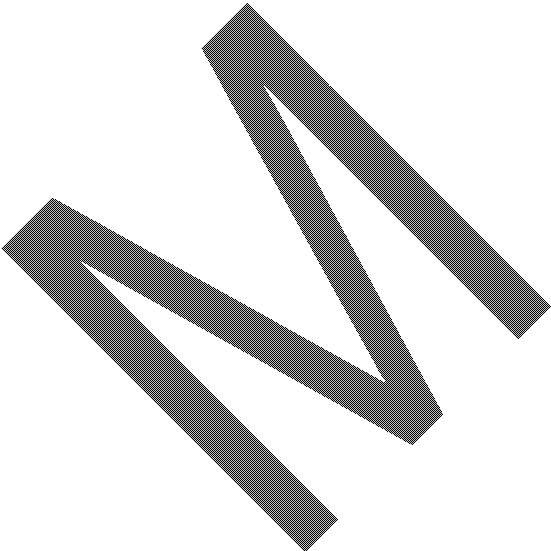
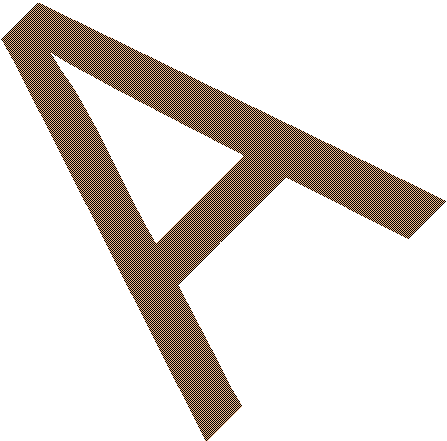
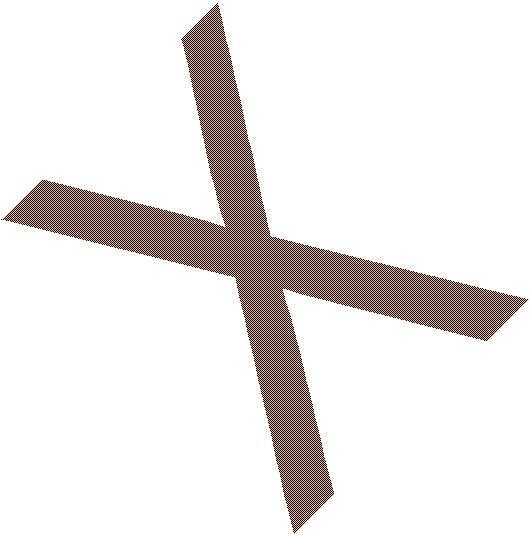
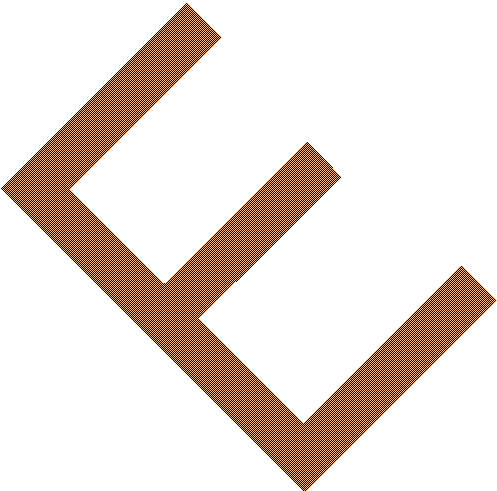
*Handling pressure and stress*

* + The ability to continue to perform well under pressure or in stressful circumstances.

*Initiative*

[www.thepeopleindairy.org.au](http://www.thepeopleindairy.org.au/) Page 6 of 7 August 26, 2013

[www.thepeopleindairy.org.au](http://www.thepeopleindairy.org.au/) Page 7 of 7 August 26, 2013



* + - An ability to take action when enterprise is required.
    - Actively seeks out opportunities to make extra contributions to benefit the business.

*Interpersonal skills*

* + - The ability to interact appropriately and successfully with people of all different types and at different levels.

*Listening skills*

* + - The ability to give close attention to someone, follow instruction and involve in discussion.

*Teamwork*

* + - The ability to work with other people towards a common goal.
    - To establish effective collaborative relationships with other people in the business.

*Work ethic*

* + - The commitment to work within the boundaries of what is a reasonable industry expectation.

*Communication*

* + - Ability to communicate clearly and effectively via phone, sms, interpersonally or by email, present ideas and to document activities; to source, read and interpret written information.
    - To keep all stakeholders up to date.