



## JOB DESCRIPTION

Job Details:	
<b>Position:</b>	Farm Business Manager
<b>Purpose of Position:</b>	The farm manager is responsible achieving optimal performance from the farm (as a key component of the Westervelt NZ / Poronui business interests) including the leadership, financial and physical performance of the farming operation. Key aspects are finance, strategic direction, environmental compliance, health and safety, staff management, planning and reporting, as well as all day to day management of the farm. The farm manager is expected to combine a leadership role with optimising performance to ensure that operational and financial goals are achieved, add value and complement the other business interests of Westervelt NZ / Poronui.
<b>Reports to:</b>	General Manager Westervelt New Zealand
Key Responsibilities:	
<b>Guiding principles:</b>	<p><b>Animal welfare:</b> The welfare and health of stock is of paramount concern</p> <p><b>Health &amp; safety:</b> Maintaining a safe environment for employees, contractors, and visitors.</p> <p><b>Operational performance:</b> Constantly striving for continuous improvement in the drive for optimal operational performance.</p> <p><b>Management:</b> provide leadership and direction to the farm team enabling it to perform at the highest levels of performance.</p> <p><b>Planning:</b> ensuring that challenging yet achievable budgets and timelines are set and drive their implantation.</p> <p><b>Profitability:</b> should be maximized while maintaining high health and safety, animal welfare and environmental standards</p> <p><b>Strategic contribution:</b> ensure the planning, management and operation of the farm and its activities align with, complement and add value (as a component of the wider organisation) to the other business interests of the company.</p>

Key Responsibilities:	
Implementation of financial budget and annual plan for the farm	

- Develop the long term and annual farm business plan and budget as a key component of the wider Westervelt NZ group.
- Opportunities to optimize farm performance are actively investigated and proactively implemented
- Ensure that the annual plan is implemented in a timely and effective manner.
- Operate within the parameters established in farm budget
- Progress against budget is monitored and reported at least monthly to the general manager
- Control the cost of production
- Identify and mitigate business risks
- Identify business opportunities and communicate them to the general manager including developing robust business cases when appropriate
- Implement efficient farm management systems

#### **Feed management**

- Develop specific feed plan for the year
- Ensure optimal use made of feed availability
- Monitor feed availability against plan
- Report feed supply against budget

#### **Stock Management**

- All stock are managed in a way that promotes the welfare of the animals
- Accurate stock records are always maintained including compliance with NAIT system
- Death rates are minimised
- Performance targets for calving and weight gain are achieved
- An animal health plan is implemented
- Undertake regular checks of stock condition

#### **Asset Management**

- Manage farm infrastructure
- All areas of the farm are tidy and well presented
- Fencing, tracks and water reticulation assets are maintained in effective working order

#### **Staff Management**

- Provide leadership and direction to enable employees to contribute effectively to the achievement of farm performance goals and maintain a positive, motivated team culture.
- Ensure staff are organised, effective and informed and employees have the opportunity for training and development.

- Develop staff rosters and work programmes as required and effectively communicate requirements to staff. Maintain high levels of staff satisfaction
- Conduct regular performance reviews with all staff under direct management.

### Health & Safety

- Show leadership and drive health and safety policies and systems for Poronui farm and property. Accurate and complete records are maintained
- Lead Poronui farm and property health and safety programme promoting health and safety culture with a focus on continual improvement and input from staff encouraged.
- Set clear policies and procedures to ensure risks are identified and effectively managed
- Comply with all health and safety requirements with a consistent focus on avoidance of harm and continual improvement
- People on the farm are kept safe
- General manager is notified of new hazards which are eliminated, minimised or isolated as appropriate
- General manager is notified of all accidents or near miss incidents with written accident or incident reporting completed in each case, are effectively investigated and corrective actions completed in a timely fashion

### Environmental Management

- Development environmental plans such as FEP or freshwater plan and carbon/waste management plans
- Protects and manages high value sites on the farm
- Ensures compliance with environmental standards and requirements

### Reporting

- Ensure information systems such as Farmax and GIS are effectively updated and accurate
- All farm records, including stock reconciliation, are maintained in an accurate and timely fashion
- Prepare relevant, accurate monthly reports in a timely and efficient manner and ad hoc reports as required
- Ensure general manager is kept informed of all any significant information as it comes to hand.

### Behaviours critical to this role:

<b>People focus</b>	
<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>• Good at relating to others</li> <li>• Tactful and diplomatic</li> <li>• A good listener, can read others and quickly see how to conduct a positive conversation with them</li> <li>• An effective communicator, able to build and lead a cohesive team culture based on mutual trust and respect</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Addresses (internal and external) customer concerns with energy and enthusiasm, assumes full responsibility for meeting their expectations for value, timeliness and quality</li> </ul>
<b>Decision making</b>	<ul style="list-style-type: none"> <li>• Collates and considers the available facts and opinions</li> <li>• Is able to look at a situation objectively</li> <li>• Ensures consistency with policies and management direction</li> <li>• Bases decisions and recommendations on what will provide the best outcomes for the business and stakeholders while considering potential direct and indirect impacts (positive and negative)</li> </ul>
<b>Priority setting</b>	<ul style="list-style-type: none"> <li>• Good at setting and managing priorities</li> <li>• Recognises things that need to be done in order of importance and plans time, resources and approvals required to get them done</li> <li>• Understands the art of delegation and when to use it</li> <li>• Knows when to say no to distracting activities and ensures the team knows what is and isn't possible (including an understanding that we can't do everything)</li> <li>• Links priorities directly to key performance measurements and strategic objectives</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Analytical skills. Able to establish and maintain data programmes and develop recommendation based on analysis of this information</li> <li>• Keeps up to date with the farming industry trends and understands and applies to Poronui as appropriate and in consultation with team</li> <li>• Passes on knowledge and skills to staff to ensure successful succession planning and to maximise people development opportunities</li> </ul>
<b>Learning and Change</b>	<ul style="list-style-type: none"> <li>• Is prepared to actively consider changes that could improve the business</li> <li>• Undertakes personal development training and applies the outcomes to daily activities</li> </ul>

**Competencies:**



<b>Core Competencies</b>	<b>Job Specific Competencies</b>
<ul style="list-style-type: none"><li>• Teamwork</li><li>• Technical skills</li><li>• Leadership</li><li>• Risk Management</li><li>• Innovation</li><li>• Initiative</li><li>• Communication</li><li>• Organisational skills</li><li>• Relationship building</li></ul>	<ul style="list-style-type: none"><li>• Computer literacy</li><li>• Analytical skills</li><li>• Strong communication skills</li><li>• People management skills</li><li>• Practical farming skills</li><li>• Animal husbandry</li><li>• Networking skills</li><li>• Land management</li><li>• Planning and budgeting</li></ul>

**Note: Applicants must have legal authority to work in New Zealand**

<b>Education / Qualifications:</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Relevant agriculture/agribusiness tertiary qualification</li> <li>• Full New Zealand drivers' licence</li> </ul>	<p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Diploma in Agribusiness Management</li> <li>• Chainsaw certificate</li> <li>• Grow safe certification</li> </ul>
<b>Experience:</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• In depth knowledge of livestock farming systems and New Zealand agricultural industry.</li> <li>• Proven ability in agribusiness</li> <li>• Stock management and animal husbandry</li> <li>• People management and leadership skills</li> <li>• Business planning experience relevant to a farming environment</li> <li>• Computer literacy including experience with farm related software applications</li> </ul>	<p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Experience operating health and safety systems on farm</li> <li>• Can demonstrate ability developing systems, collecting data and actively utilising the information to influence proactive management decisions</li> <li>• Specific expertise in deer management and genetics</li> </ul>