

DAIRY FARM PRODUCTION MANAGER POSITION DESCRIPTION

Position	Dairy Farm Production Manager
Location	Jamberoo, NSW (South Cost of NSW)
Job Purpose	To manage the pregnant herd and responsible for the overall running of the farm when owners away.
Reports to	Farm Owners
Statement of responsibility	This document represents a description of your role within the business and the standards of performance expected by you. The Dairy Farm Production Manager will work closely with the farm owners to ensure farm goals are achieved. They are responsible for the overall running of the business when the owners have days off or are away. This includes ensuring that specified dairy production tasks and techniques, methods and control procedures concerned with the operation of the dairy and herd management are performed to the highest quality and standard.
	Summary of Duties
Key Duty	Responsibilities
1. Milking - Pregnant Herd	 Retrieve cows from Paddock Milking Protocol Dairy Plant wash Mastitis Protocol Animal Health Hosing out Vet/Truck Lists Herd Recording Fresh cow monitoring Feed mixing Herd Recording Coordinating feed deliveries
2. Property	 Paddock Rotations/Strip Fences Effluent Management Weed Control Internal/electric Fence maintenance Boundary/bard wire fence maintenance Feed Management/set Up
3. Reproduction	Jersey Mating programReturns
4. Dry Off	 Dry off Protocol Vaccinations/ drench/ pour-on Feet Trimming Movement

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5. Supervisor	Dairy farm operation and staff (when owners away)
6. Dry stock/ Heifers	Property maintenanceStock movements
7. Springers	 Feed & Hay Monitoring Assisting with calving's
8. Calf Manager	 Animal Health Feed calves milk Feeding Hay Feeding Pellets Cleaning Pens Treatment Records Vaccinations Drenches/Pour-On
9. Tractor Work	 Fertilising Seeding Manure Spreading Slashing/Mulching Cleaning Feed pad Hay Rack Hay Green Shed
10. Water Maintenance	 Water troughs Water level Shortage water protocol Filter cleaning
11. Cows and Calves	 Collection Milking Fresh Cows Colostrum Protocol ID Protocol
12. Machinery Maintenance	Maintenance Schedule
13. General Farm Tasks	 Safe food maintenance Management Days General Farm tasks
14. Production & Quality Management	 SCC Bacto Thermo Low milk production Individual feed-production level Monitoring body Condition Score Animal health Fresh cow health

Position	Dairy Farm Production Manager
15. Skills, Experience and Qualifications	 5+ years' experience in a similar role in the dairy industry Demonstrated experience in dairy operations, dairy herd and production management and people management Record keeping / inventory management skills Animal husbandry skills Al certificate and strong conception rate history Excellent interpersonal, verbal and written communication skills Current and valid Driver Licence
16. Personal Attributes 17. Certification	 Attention to detail Punctual and reliable Ability to work autonomously and as part of a team Collaborative Driven and passionate, enjoys working in the dairy industry Proactive, solutions and outcome focused Committed to safety, animal welfare, quality and continuous improvement I am satisfied that this position description accurately describes the
	Employer Name, Signature and Date I have read this document and agree to undertake the duties and responsibilities listed herein. I understand that I may be required to undertake additional duties and responsibilities as required from time to time.
	Employee Name, Signature and Date