

**Position Description Dairy Farm Hand- Herd Manager**  
**Location – Kyabram**

**About the Organisation:**

Kyvalley Farms is a business based in Southern Riverina and Northern Victoria. We are a vertically integrated dairy business owning and operating dairy farms, fodder and cropping farms, a fresh milk processing plant with sales and marketing distribution domestically and internationally. We are proud to be:

- A Sustainable, family-owned company with 6 generations and 160 years of agricultural experience.
- Australian-owned and operated business with all aspects of the supply chain from grass to glass.
- Continuously striving to improve our environmental practices and animal welfare.
- Promoting and developing a culture of high safety standards to ensure a safe workplace.

**1. ORGANISATIONAL RELATIONSHIP**

This position reports to the Dairy Operations Manager, Jim Simpson.

**2. POSITION SUMMARY**

This position is responsible for the health and welfare of all stock and the management and accurate recording of all event records and treatments.

Specified dairy production tasks and techniques, methods and control procedures concerned with the operation of the dairy and herd management will be performed to the highest quality and standard.

**3. KEY RESPONSIBILITIES**

- Ensure you receive and follow adequate instructions for safe operation of machinery and maintain a safe working environment at all times
- Strict adherence to company policies including Animal Welfare
- Compliance with all Workplace Health and Safety regulations
- Milk Harvesting
- Manage health and welfare of calving cows
- Manage daily feed, water and treatment requirements of all herd groups including calving cows, springers and hospital herds.
- Follow procedures to plan, schedule, execute and record all cow treatments
- Follow procedures to plan, schedule, execute and record Artificial Insemination
- Manage paddocks for specified herd groups
- Ensure adequate farm supplies are ordered and available.
- Maintain buildings and sheds in a tidy state.
- Keep accurate company records.
- Other duties as directed

## 4. DUTIES

### ***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).
- 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 and follow protocols for the treatment and recording of the condition.
- At the completion of milking, follow the procedures for plant cleaning and the shutdown process.
- Prepare the dairy in readiness for the next milking according to the set guidelines.

### ***Animal Husbandry***

- Determine ration and deliver to all stock. Administer drenches vaccines, mineral supplements and other duties appropriate for animal husbandry.
- Identify and treat common ailments of stock, including 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 all stock.
- Participate in cattle mustering, drafting, transport and application of herd ID program. Adhere to farm policy on handling and welfare of stock.
- Oversee the prescribing and implementation of the animal husbandry program including training and supervision of staff. This includes all young stock management.

### ***Feed Management and Delivery***

- Set up, operate and monitor concentrate feed delivery equipment on farm. Oversee the processing of concentrates to deliver the prescribed ration. Manage stored feed inventory.
- Load and feed out conserved fodder using farm machinery either in paddock, feedpad, hay feeders or troughs.
- Oversee the sourcing and reticulation of water to stock to meet their requirements.
- Identify need for renovation of pasture. Adhere to weed and pest management policy.
- 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.

## ***Maintenance, Cleaning and Inventory***

- All maintenance on the dairy including cups, pulsators, air lines, milk lines, rubbers, liners, hoses, taps, air and milk tanks, grain lines, augers, troughs and hopper, dairy bales, bars, yards, wheels, track, oil baths, hydraulic motor, vacuum pumps, plate coolers and lines, air compressor, bores, teat spray guns and system, water lines and pumps, reverse flow system-vat, filters, pump, hose, ID system, sensors
- Complete daily, weekly, monthly and yearly maintenance listed on maintenance sheet, ensuring that all jobs are recorded on maintenance sheet.
- Ensure all vats are washed daily according to procedure
- Ensure that milk is kept below 4 degrees and all incoming and outgoing milk is recorded and organised as required.
- Ensure all vats are clean and all cooling systems and pumps are working and maintained.
- Ensure dairy ID system is working, maintained and feeding cows correctly and to the required amount.
- Dairy and surrounds are kept clean and tidy
- Water supply to dairy is maintained and is working
- Ensuring milking and schedules run as required and run to acceptable time frame
- Manage dairy grain mix, grain room and surrounds, silo's, all maintenance as well as ensuring supplies are adequate for usage.
- Grain mix is made up as per procedure and includes ensuring all spilt grain is cleaned up and re-used if possible.
- Ensure all procedures in the dairy, vats, grain room/unloading trucks, are followed.
- Record all maintenance, including when liners need changing, pulsator checks, wheels and turn table greasing
- Maintain stock inventory and supply collecting from town, including minerals for grain mix's, dairy supply's- filter socks, gloves, spray paint, aprons, hoses, hose ends, teat spray, teat spray guns, teat creams etc. Also includes all chemicals. Oils, belts, and grease.
- Maintain inventory of drugs, ensure all required drugs are on hand and refrigerated and the drug room is kept clean and tidy.
- Ensure cleaning roster is followed for staff room and toilet and make sure the office is kept clean and tidy.
- Communicate with management any issues regarding dairy supplies or maintenance that may require contractor's/consultants support.
- Maintain the bores at the dairy, this includes repairs and maintenance and ensuring the bores are running daily.

## 5. PERSONAL COMPETENCY

### ***Punctuality and work ethic***

- Ability to be punctual on a regular basis and appropriate communication used in the event of being delayed
- The commitment to work within the boundaries of what is a reasonable industry expectation.
- Acceptance of direction and adherence to our code of behaviour and standard procedures

### ***Prioritising skills***

- Identification of the important operational requirements of the farming enterprise and implementation of priority tasks within the resource capabilities available

### ***Empathy***

- The ability to perceive and understand the feelings of others
- Strict adherence to animal welfare policies

### ***Initiative***

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

### ***Interpersonal skills and Communication***

- The ability to interact appropriately and successfully with people of all different types and at different levels
- Ability to communicate clearly and effectively with the business in person, via phone, SMS, interpersonally or by email
- Present ideas and to document activities
- Source, read and interpret written information.
- Keep all team members up to date.

## 6. SKILLS AND EXPERIENCE

### ***Mandatory***

- Herd Management, Animal Husbandry and Calf Rearing
- Milk Harvesting
- Current Drivers Licence

### ***Desirable***

- Agricultural Qualification
- Tractor Driving
- Irrigation