

POSITION TITLE: DAIRY HERD MANAGER

About the Organisation:

The Dairy Farm is based in the Goulburn Valley in North Central Victoria and is currently being led by the 5th and 6th generation of a 160-year old dairy family. The dairy comprises of approx. 1200. Holstein milking cows - a closed herd with all calves bred and raised on their farms. The herd is also 100% A2 genetics. The team aim to grow around 60% of feed on farm, ensuring the herd receive the best feed possible.

1. ORGANISATIONAL RELATIONSHIP

This position reports to the 2IC and/or the manager.

1. 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.

2. KEY RESPONSIBILITIES

- 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, milking cows, dry cows, bulls and young stock
- Ensuring all daily feed, water and treatment requirements of all herd groups including calving cows, springers and hospital herds are carried out.
- Follow procedures to plan, schedule, execute and record all cow treatments
- Follow procedures to plan, schedule, execute and record Artificial Insemination, preg-testing and any other whole herd health protocols/programs
- Manage paddocks or dry lots for all specified herd groups
- Maintain buildings and sheds in a tidy state.
- Keep accurate company records.
- Follow adequate instructions for safe operation of machinery and maintain a safe working environment at all times
- Oversee calf rearing, ensuring all calves are reared to high standard and all current protocols are followed
- Other duties as directed as and when required

3. 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

- Administer drenches vaccines, mineral supplements and other duties appropriate for animal husbandry in accordance with the farm policy.
- 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

- In conjunction with the feed's manager & 2IC ensure all classes of stock have adequate water and feed available fresh and clean daily.

Maintenance, Cleaning and Inventory

- 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
- Ensure all procedures in the dairy, vats, QA, animal husbandry are followed
- Communicate with manager when stock inventory and supply need collecting from town, including dairy supply's- filter socks, gloves, spray paint, aprons, hoses, hose ends, teat spray, teat spray guns, teat creams etc
- 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.

4. 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 conduct 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 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.

5. SKILLS AND EXPERIENCE

Mandatory

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

Desirable

- Agricultural Qualification
- Tractor Driving
- Irrigation