Employee Name: [Insert Employee Name]

Position Title: [Insert Position title. E.g. Calves and Young Stock Manager]

Position Description

# ORGANISATIONAL RELATIONSHIPS

**Reports to:** E.g. Farm Owner, Herd Manager

**Supervises:** E.g. Farm Hand, Casual Staff

# POSITION SUMMARY

The successful rearing of young stock replacements is crucial to the success of the farm business. The [Position Title] is responsible to ensure that replacement heifer calves are reared through to calve down at target weights and high rates of survivability within budget as determined by the Farm Owner.

# MAJOR RESPONSIBILITIES

* + Ensuring that cows are prepared through the transition period to avoid nutritional disorders associated with calving.
  + Ensuring that newborn heifer calves are reared through to calving. Calving down within weight, survival, growth and financial targets
  + Ensuring that newborn calves destined for sale as young stock are reared through to point of sale within weight, survival, and financial targets
  + Develop and adhere to calf rearing protocols for the business, as approved by the Farm Owner

# DUTIES

## Animal Husbandry

* + Identify and treat common ailments of calves and young stock. Assist where required with the treatment of common ailments of dry and milking cows including reproductive disorders, downer cows and lameness. Assist the veterinarian when required. Record all treatments related to young stock 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 transition cows, [three to four weeks pre-calving or as stipulated by the Farm Owner/Herd Manager]. Regularly observe, attend to animal health needs through the transition period and assist calving cows.
  + Identify and record newborn calves, ensure adequate colostrum intake [through tubing where required] and adhere to farm procedures for newborn calf management. Organise preparation and sale of bobby calves.
  + Train and assist staff where necessary to ensure that tubing of calves is done correctly.
  + Prepare and deliver milk and concentrates to reared calves. Observe and treat calves requiring medication. Manage calf groups through to weaning.
  + Determine ration and deliver to replacement heifers. Monitor growth rates (wither height and live weight) against targets. Administer drenches, vaccines, mineral supplements and other appropriate animal husbandry to replacement heifers. Organise mating program for rising 2 year olds [As advised by Farm Owner/Herd Manager].
  + Participate where required in cattle mustering, drafting, transport and application of herd ID program. Adhere to farm policy on handling and welfare of stock.

*Administration*

* Advise Farm Owner when supplies are low for calf feed/medication/supplements etc.

# SKILLS AND EXPERIENCE (person specification)

*Skills and knowledge*

* The [Position Title] needs to demonstrate a high level of animal husbandry skills and knowledge.
  + Good organisational and administrative skills with an eye for detail.
  1. *Training and qualifications*
  + A minimum Certificate III in Agriculture is desirable.
  1. *Work Experience*
* Previous work experience is essential.

# PERSONAL COMPETENCY

* 1. *Acceptance of direction*
* Acceptance of direction and code of behaviour within the business
  1. *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
  1. *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.
  1. *Empathy*
* The ability to perceive and understand the feelings of others.
  1. *Flexibility to cope with change*
* Demonstration of the ability to instigate, support and cope with change.
  1. *Handling pressure and stress*
* The ability to continue to perform well under pressure or in stressful circumstances.
  1. *Initiative*
* An ability to take action when enterprise is required.
* Actively seeks out opportunities to make extra contributions to benefit the business.
  1. *Interpersonal skills*
* The ability to interact appropriately and successfully with people of all different types and at different levels.
  1. *Listening skills*
* The ability to give close attention to someone, follow instruction and involve in discussion.
  1. *Teamwork*
* The ability to work with other people towards a common goal.
* To establish effective collaborative relationships with other people in the business.
  1. *Work ethic*
* The commitment to work within the boundaries of what is a reasonable industry expectation.
  1. *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.