



Proposed Job Description

Name:

Position Title: Estate & Farm Manager

Location: Puramahoi, Takaka

Reports To: TBC

Direct Reports: Estate & Farm staff

Purpose of Position

The purpose of this role is, in consultation with the Overseer and the GM LSF, establish specific financial, production and performance targets and goals for Puramahoi farm and be responsible for leading and managing the planning and achieving of these targets while balancing people, animals and the environment.

In line with other LSF farms, the farming focus at Puramahoi will be on the Te Mana lamb and marbled beef programmes. In addition to the farming focus, the property is the residence of LSF owners and may be used from time to time as a high-end lodge to promote Te Mana lamb and marbled beef. Consequently, the property is to be maintained to a standard that is befitting of a high-quality residence and lodge, ie an aesthetically pleasing, welcoming, relaxed and secure environment.

The Estate & Farm Manager will have a respect for the privacy of the owner and their guests.

Skills & Experience required for this position

- Strong business acumen and financial awareness having managed budgets and reporting against this regularly
- Demonstrable experience in managing, motivating and coaching staff
- At least 5 years' experience in a farm management position with a proven track record of managing sheep and beef production in an intensive breeding and finishing operation covering:
 - ✓ Recording
 - ✓ Reporting, measurement and successfully responding to the data signals
 - ✓ Genetics and research
 - ✓ Agronomy
- Competent in formal feed budgeting and planning
- Sound understanding of organic farming principles
- Confident in managing and supervising consultants and contractors
- Capable of successfully executing significant development projects without supervision and within the agreed timeframe
- Competent with using technology including MS Office
- Able to manage the competing requirements between farming operations and maintaining the property in an aesthetically pleasing state and to a standard befitting of the high-quality residence and environment
- Competent in use of typical farm machinery

Personal Attributes required by this Position

- A positive and enthusiastic manner
- Ability to be able to manage and lead a team in a hands-on manner
- Willing and able to take feedback on board in a positive way, acknowledging the need for new learning as part of your ongoing development
- Able to work unsupervised efficiently and effectively as part of the team
- Committed to managing staff in a manner that promotes their confidence and abilities while utilising the resources in an efficient and effective way
- Promote Health & Safety and Wellness in the work place so everyone gets home safely
- Strong observation skills and confidence to use your initiative with day to day activities
- Able to prioritise, organise and complete tasks in an efficient and timely manner
- Progressive, open minded and forward thinking
- Seeks learning to further develop your skills
- Committed to ensuring a positive relationship is maintained between you, the owner, other staff, agents to the property, and the community, at all times
- Must maintain the confidentiality of all the Owner's businesses, other properties within the LSF group and staff information

Key Tasks and Responsibilities

<p>LEADERSHIP</p> <ul style="list-style-type: none"> • Develop and maintain a good culture at Puramahoi • Uphold LSF core values, principles and policies • Encourage innovation and a culture of continuous improvement • Balance sustainability of animal, land & people (staff, customers, suppliers) • Contribute to the overall LSF business and recognise Puramahoi's role in the wider Group • Ensure Puramahoi is a good citizen in the local community 	<p>PERFORMANCE STANDARD</p> <ul style="list-style-type: none"> • Puramahoi staff work as one team, are inspired and committed • Personal actions uphold LSF core values, principles and policies • Farm and property goals are achieved • Positive feedback from staff reviews, customers, suppliers and the community • Positive contribution to LSF as a whole
<p>FARM STRATEGY AND PLANNING</p> <ul style="list-style-type: none"> • Review strategy, policies and performance at least annually • Prepare farm plans in conjunction with the Overseer and LSF management team • Monitor current performance and situations and alter/explore plans, to either take advantage of opportunities or to reduce risk • Identify, research and propose alternatives for increased farm performance • Plan and manage projects to completion as required 	<p>PERFORMANCE STANDARD</p> <ul style="list-style-type: none"> • Increased long term profitability and performance • Formal reviews of farm operations and performance are completed at least annually challenging the status quo with fresh ideas • Suitable alternatives or options are explored and developed before risks or opportunities arise that were reasonably predictable • Appropriate measure are recorded and analysed so action is taken before known risk and opportunities eventuate • Projects are completed on time and within approved budget

FINANCIAL & BUSINESS MANAGEMENT

- Develop and implement strategies that are consistent with the overall objectives of LFS
- Understand financial implications of farm policies and decisions
- Work with the Overseer and LSF management to prepare budgets and forecasts
- Monitor farm and property financial performance and provide reports as required
- Purchase farm supplies and other items of operational expenditure within budgeted levels and in line with LSF policies
- Reconcile and code all accounts (creditors) and forward these on to Head Office for payment
- Ensure all income is recorded in financial accounts by Head Office

PERFORMANCE STANDARD

- Consistently aware of the financial performance against budget and latest forecast
- Being organised prior to the budget and business planning process
- New ideas and opportunities are presented with cost/benefit analysis
- All purchases are made within budgeted or approved levels
- All creditor accounts are verified and are correctly coded and received by Head Office on time
- Information required by the management team is always received in full and on time

STAFF MANAGEMENT

- Treat staff fairly and with respect at all times. A Team based approach built around collaboration and cohesiveness where respect for others is paramount
- Ensure all staff are aware of the farm/property plan and goals and are working together to achieve these
- Coach or supervise staff when required to ensure they complete tasks confidently and competently, and in a safe manner
- Manage and lead staff involved in farm and general property activities (excluding the house & garden unless requested by the H&GC)
- Prioritise the work to be completed on a daily, weekly

PERFORMANCE STANDARD

- Staff can articulate farm/property goals and plans and work collaboratively to achieve these
- Feedback from staff indicates that overall job satisfaction is very good
- Formal staff reviews are undertaken on annual basis
- Concerns regarding staff performance are raised with the Overseer and Head Office HR Manager within 2 days of the issue arising – respect and honesty to be maintained throughout
- No serious harm accidents occur on the property for staff under my control or supervision
- Staff comply with all health and safety policies and

<p>and monthly basis</p> <ul style="list-style-type: none"> • Determine staff requirements in advance, and discuss any new staffing needs with the Overseer • Run weekly staff meetings to involve staff in work plans • Ensure a sound work ethic and high work standards are demonstrated by all staff • Promptly address all staff issues, liaising with Head Office when required • Supervise staff when required to ensure they complete tasks to the required standard • Organize and manage casual staff • Identify any training required by staff • Undertake annual reviews for all staff 	<p>legislation at all times</p> <ul style="list-style-type: none"> • Staff records including hours worked are accurate, current and forwarded to head Office on time for payment • Regular staff meetings are being held in respect of planning work for coming period (day, week, month)
<p>LIVESTOCK PERFORMANCE AND PRODUCTION</p> <ul style="list-style-type: none"> • Plan and manage farming operations to ensure all livestock production and performance targets are achieved • Ensure plans for each livestock class are developed to achieve performance and production targets • Ensure all stock and farm management decisions promote good stock health, welfare and condition • Develop and implement, in conjunction with LSF management and farm vet, an Animal Health programme for all classes of stock • Validate that stock numbers reflected in monthly stock reconciliation equal actual tallies • Stay abreast of industry developments in farm management 	<p>PERFORMANCE STANDARD</p> <ul style="list-style-type: none"> • Livestock annual targets are met • Critical animal health metrics such as ewe condition scores are met • Management and grazing plans are maintained and updated monthly • Variances in stock performance of +/-10% are to be highlighted to the Overseer and LSF management • Trading options are analysed and presented on a cents per kgDM basis • All stock tallies are accurate and recorded correctly

GRAZING MANAGEMENT, PASTURES, CROPS AND SOIL FERTILITY

- Ensure target covers are achieved to meet required stock requirements and performance
- Ensure pastures are used optimally without negative impact of pasture quality
- With Overseer and LSF management plan and implement the annual forage cropping and regrassing programme to meet stock feed requirement (including quality hay for horses)
- Monthly recording of pasture covers – kgDM/ha
- Prepare and monitor feed budget
- Manage the grazing of stock, pastures and crops (if any) to achieve target live weight/growth rates and condition to maintain good stock health at all times
- Develop and implement fertilizer programme as budgeted
- Organise and direct contractors that may be required for soil prep and sowing of pasture and crops
- Manage sufficient supplementary feed to meet the requirements of the stock and feed budget

PERFORMANCE STANDARD

- Pasture quality is maintained throughout the year with little wastage
- The feed budget is accurate and up to date
- Pasture management programmes are implemented with variations as required as conditions or circumstance demand
- Fertiliser plan implemented
- Cover targets are hit

MAINTENANCE OF PROPERTY, PLANT, MACHINERY AND BUILDINGS

- Ensure that maintenance and service checks for all assets including residences, farm buildings, vehicles, machinery, streams and rivers, fences, yards and water reticulation equipment are planned and completed
- Check water is available to stock and the residence at all times and repair any faults within the water system when they arise
- Monitor the residence swimming pool, ponds and fountain to ensure water systems are working properly. Fix or organise repairs as required
- Ensure all buildings and equipment are in a safe and workable state and all inspections and work records are maintained
- Develop and implement the annual weed and pasture management programme ensuring that local and national regulations are adhered to
- Maintain the forestry and native planting areas to the standard expected as per the planting programme approved by the Owner
- Raise any concerns promptly
- Maintain all races/tracks/roads to enable safe and easy access for horse riding, vehicles and walkers
- In respect of the owner's residence, maintenance is to be managed to a calendarised check-list which is to be signed-off by the owners

PERFORMANCE STANDARD

- The property and its improvements are maintained to 'lodge' standards
- Plant, vehicles and machinery are maintained in a clean, tidy state and in full working order and are fit for purpose
- All servicing and maintenance checks for vehicles and machinery are completed fully and on time
- The servicing and maintenance schedule is completed accurately and is up to date at all times
- The fuel book/clip board contains accurate and up to date records for all fuel used
- There are no vehicle/plant/machinery accidents due to poor repair/condition

INTERNAL AND EXTERNAL RELATIONSHIPS

- Maintain strong relationship with the property owners such that you are aware of their needs and requirements
- Develop and maintain excellent working relationships with external contractors, business partners, suppliers, customers, government agencies and advisers
- Represent LSF professionally at all times
- Develop and maintain excellent working relationships with LSF colleagues and management
- Raise concerns with parties and address issues in a positive and 'solution focused' manner
- Work collaboratively with the House and Garden Coordinator to ensure that the residence is maintained to the owners' requirements at all times

PERFORMANCE STANDARD

- Positive industry and community feedback
- Respected by peers as a valuable contributor to LSF activities such as Focus Days
- An advocate for the staff and requirements of Puramahoi property
- Weekly meetings with the House and Garden Coordinator
- Owners requirements are attended to in a confidential, professional and timely manner

REPORTING & RECORD KEEPING

- Complete weekly and monthly operational reports and forward to the Overseer, owners and LSF management
- Ensure stock live weights, condition scores, tallies, mating dates, sales & purchases, animal health products used and other information is recorded according to LSF policy
- Maintain personnel records and files for all staff
- Ensure environmental testing, recording, monitoring requirements are met

PERFORMANCE STANDARDS

- All scheduled meetings are held
- Reports are submitted in timely manner
- Farm and staff records are accurate and current

HEALTH & SAFETY

- The Estate & Farm Manager has responsibility to ensure this property meets its obligations under the Health and Safety in Employment Act 2015 as well as the expectations of LSF. This includes:
 - Demonstrate leadership in H&S
 - Model safe and efficient work practices at all times
 - Be responsible for the safety of all staff, contractors and visitors on the property
 - Assess the farm and activities to identify any significant risks and put an action plan in place to manage that risk
 - Inducts staff, contractors and visitors as required
 - Ensure safety gear and protective clothing is available for farm and property tasks. This is to be worn and required and kept in a fit for purpose condition
 - Ensure monthly Tool Box meetings are held and minutes taken for such meetings. Minutes are to be sent to HO
 - Recording all injuries and near misses
- As an employee, you are responsible for:
 - Keeping yourself safe at all times
 - Ensuring your behaviour does not put others at risk of harm or injury
 - Notifying the Overseer and LSF management of ALL accidents and/or near misses

PERFORMANCE STANDARD

- All H&S policies are complied with at all times
- “Take Five” culture prevails
- Evidence that risk assessments are carried out
- No serious accidents sustained
- Notifications are made in timely manner
- Employees wear/use all safety requirements provided
- The near miss and incident register is kept current
- Pledge cards provided to all staff
- Staff feel empowered to speak out and to stop unsafe practices

<p>REGULATORY AND COMPLIANCE</p> <ul style="list-style-type: none"> • Be aware and comply with current and proposed local regulations, eg local authorities, TBFree • Monitor and operate with the requirements contained in consents and other regulations • Provide reports and information as required for compliance • Liaise with advisers and assist with renewal or new consent applications • Ensure staff qualifications/licenses meet regulations 	<p>PERFORMANCE STANDARD</p> <ul style="list-style-type: none"> • All measurements required under consents are recorded and managed where required • Consent conditions are met • Animal health records are maintained and up to date • Appropriate number of staff have required certificates and qualifications • Attend local meeting relating to issues relevant to LSF
<p>ADDITIONAL DUTIES</p> <ul style="list-style-type: none"> • Undertake any other duties as reasonably directed by the Owner from time to time. 	<p>PERFORMANCE STANDARD</p> <ul style="list-style-type: none"> • Assigned tasks are completed on time in a competent and efficient manner

Agreement

I, _____ have:

- 1. Read and understood the position described; and
- 2. Accept the responsibilities and expectations of me in this position.

Employee Signature

Date

Signature

Date

On behalf of
Lone Star Farms Ltd