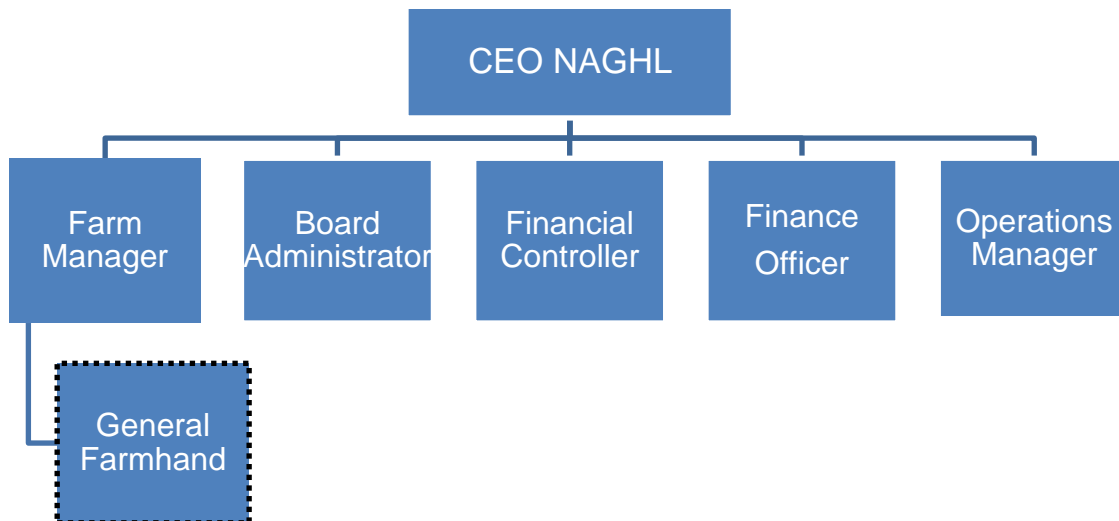




NGĀTI AWA GROUP HOLDINGS LIMITED

**Position Title:** General Farmhand

**Responsible to:** Farm Manager,  
Ngati Awa Farms Limited



#### Scope of Position

The General Farmhand scope is to assist with the day to day general farm duties, livestock management and farm maintenance as required from time to time by the Farm Manager and the NAGHL CEO.



## General Farmhand: Position Description

### Key Relationships

#### Internal

- Farm Manager, Ngati Awa Farms Limited
- CEO Ngati Awa Group Holdings Limited (NAGHL)
- CEO Te Rūnanga O Ngati Awa (TRONA)
- Operations Manager, NAGHL
- Rūnanga / NAGHL Staff and Contractors
- Joint Venture and Limited Partnership Farm Contract Milkers and Staff

#### External

- Farm Advisor;
- External Service Providers, Contractors and Suppliers
- Local body and Regional Councils
- Local Hapu
- Stakeholder Interest Groups (Whakatane Kiwi Trust, Biodiversity Management Group)
- All residential tenants (including staff)

### Position Purpose

The General Farmhand is primarily responsible for ensuring the Company's farming assets are managed and cared for in a competent and professional manner and will include a mix of maintenance and stock duties. Priority is on Ngati Awa Farm (drystock) with some scope for short-term assistance on the two dairy farms if necessary.

## GENERAL DUTIES

### Key Responsibilities

#### Repairs and Maintenance

### Key Performance Measures

- ❖ Maintain all fences on the farm in a stock proof state 100% of the time
- ❖ Ensure that fences are repaired within one week of notification by another staff member to minimize disruption with farm operations
- ❖ Assist with the construction of new fences as required
- ❖ Maintain the water system to ensure leaks are minimized and the system operates to minimize wastage. Leaks identified are repaired within 24 hours.
- ❖ Maintain farm tracks and roads (including the paper road) to ensure all tracks remain operational at all times for stock, quad, tractor and 4WD vehicles.
- ❖ Ensure that buildings are maintained as directed by the Farm Manager and / or Operations Manager
- ❖ Undertake any other general duties as directed by the Farm Manager relating to asset maintenance
- ❖ Maintain timely communication with the Farm Manager and Operations Manager



GENERAL DUTIES	
Key Responsibilities	Key Performance Measures
	on the requirement for any supplies required for asset maintenance.
<b>Tractor Duties</b>	<ul style="list-style-type: none"> <li>❖ Undertake tractor work as required and directed in an efficient and safe manner</li> <li>❖ Ensure that tractors and attachments are operated within their capacity at all times</li> <li>❖ Ensure a high degree of planning to minimize dead running</li> </ul>
<b>Machinery</b>	<ul style="list-style-type: none"> <li>❖ Ensure that all plant and machinery used in the requirement of the role are appropriately cared for and maintained</li> <li>❖ Ensure all servicing is kept up-to-date and Manager advised</li> <li>❖ Report any issues as soon as they arise.</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>❖ Ensure the farm, livestock and equipment remain safe and secure at all times from both natural disaster and theft / loss / damage</li> <li>❖ Maintain and report suspicious activities and vehicles to the Farm Manager and Operations Manger</li> <li>❖ Immediately report illegal activities to the NZ Police and Farm Manager</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>❖ Maintain a safe workplace at all times</li> <li>❖ Undertake all activities in a safe manner at all times;</li> <li>❖ Participate and complete training, as required by the Farm Manager and / or Operations Manager</li> <li>❖ Ensure contractors and suppliers entering, or working on the property have an appropriate H&amp;S plan and adhere to it at all times.</li> </ul>

STOCK MANAGEMENT DUTIES	
Key Responsibilities	Key Performance Measures
<b>Livestock and Grazing Management</b>	<ul style="list-style-type: none"> <li>❖ Handle all livestock in a safe and humane manner</li> <li>❖ Achieve clean musters 100% of the time where this is a required role</li> <li>❖ Implement sound farming practices that assist in achieving budgeted production targets</li> <li>❖ Ensure all livestock management is</li> </ul>



STOCK MANAGEMENT DUTIES	
Key Responsibilities	Key Performance Measures
	<ul style="list-style-type: none"> <li>❖ undertaken in a safe and efficient manner</li> <li>❖ Ensure that stock are shifted as required to meet the live-weight gain requirements at all times. Report any issues immediately</li> <li>❖ Ensure all stock controls are carried out in a safe and timely manner. Operations to include but are not limited to; Break-feeding, burying dead stock, calving, culling, lambing beat, mating, weaning, handling of stock, handle importation &amp; exportation of stock, tendering and mothering up of lambs and calves</li> <li>❖ Maintain and manage a full team of skilled working dogs as required.</li> </ul>
<b>Animal Health</b>	<ul style="list-style-type: none"> <li>❖ Ensure animal health administration is carried out in a safe and timely manner. Operations to include but are not limited to: crutching, dagging, dipping, docking, drafting, drenching, tagging, TB testing, vaccinating, weighing, minimal shearing, pregnancy testing</li> </ul>
<b>Counting Stock</b>	<ul style="list-style-type: none"> <li>❖ Count cattle as shifted, where practical or every yarding</li> <li>❖ Count sheep once per month as a minimum or every yarding</li> <li>❖ Report accurate written tallies to the Manager after every tally or at least monthly</li> <li>❖ Immediately inform the Manager of any discrepancy in tallies</li> <li>❖ Investigate any possible cause for the discrepancy</li> <li>❖ Participate in annual stock check to ensure that 100% of stock are counted on farm in the most efficient manner.</li> </ul>
<b>Stock Sales</b>	<ul style="list-style-type: none"> <li>❖ Prepare stock for marketing under the guidance/directive of the Farm Manager</li> <li>❖ Ensure that all lines of stock being sold are at target weight and condition as advised and tallies are accurate</li> </ul>



## **PERSON SPECIFICATION:**

The General Farmhand should have:

### **Essential Requirements**

- Excellent interpersonal and communication skills at all levels
- Previous experience with dairy farming, property management, and health & safety
- Extensive experience in managing teams especially, contract resources
- Excellent and demonstrable written communication skills, including Board reporting
- Strong project planning and management methodologies
- Knowledge of all legislation and regulations relevant to managing information, and facility management e.g.
  - Health and Safety Act
  - Local Body / Regional Council Plans and bylaws (including the use of aerial operators for spraying and farm operations)
  - Building Code (in partnership with the Operations Manager)
  - Privacy Act
- Understanding of the Rūnanga and Tikanga Māori
- Ability to organise and drive outcomes for NAGHL
- Not afraid to get in and do work themselves where appropriate
- Ability to work independently
- Great attitude

### **Desirable Requirements**

The General Farmhand may also have:

- Tertiary qualification
- Excellent problem resolution skills
- Excellent people and communication skills
- The ability to kōrero te reo Māori and a practicing knowledge of tikanga Māori