



<b>Job title</b>	Head Herd Person	<b>Job family and level</b>	Technical Services Level 3
<b>School/ Department</b>	University Farm	<b>Location</b>	University of Nottingham Centre for Dairy Science Innovation

## Purpose of role

The Head Herd Person will form an integral part of the team working at the Centre for Dairy Science Innovation at the University of Nottingham Sutton Bonington Campus. This 360 cow unit utilises a combination of mattress and sand bedding and eight robotic milkers to produce milk for commercial sale as well as conducting research trials into nutrition and behavioural studies.

The role will involve both conventional animal husbandry and stockmanship duties together with work assisting the animal and veterinary research trials conducted at the Centre.

It is expected that the job holder will assume responsibility for the operation of the Dairy Unit in the absence of the Dairy Manager, including on call responsibility, and the two positions would not be expected to be on leave from the farm at the same time.

The role holder will be expected to independently manage their own workload and to oversee other dairy staff, in the areas set out below, ensuring high University standards are maintained. The role will operate as part of a team rota and requires regular early morning and weekend work, as well as a requirement to be on call on evenings and weekends when the Dairy Manager is on rest days/leave. The position comes with a three bedroomed, centrally heated semi-detached house close to the dairy, the village of Sutton Bonington and local schools.

The role is physical and involves working outside. The role includes livestock transportation involving the driving and operation of farm vehicles and machinery, including tractors, trailers and telehandlers.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p>Manage general husbandry, animal care and facilities on a day-to-day basis ensuring quality and delegating tasks to assistant dairy technicians as appropriate. Ensure animals have access to appropriate feed, water and clean bedding at all times in accordance with statutory animal welfare regulations (ASPA 1986).</p> <p>Undertake all operations (labour, machinery, plant – including Lely robotic milking machines) connected with animal husbandry provision in a professional manner to ensure the highest standards are met.</p> <p>Be responsible for livestock transportation and driving/manoeuvring of farm vehicles and machinery used for cleaning sheds and feeding. Includes tractors, trailers, telehandler and other machinery and vehicles.</p> <p>Work with the Head of Youngstock to ensure all farm duties are covered when Herd Manager is off rota. Provide assistance to junior staff covering for Head of Youngstock when they are off rota.</p> <p>Carry out staff training where required, including to assistant dairy technicians and new members of staff/apprentices. Manage and monitor the workload of junior staff.</p>	30%
2	<p>Agree rota for and carry out mucking out of loose yards on a rota system.</p> <p>Select cows for drying off using selective dry cow therapy.</p>	20%
3	<p>Prepare TMR ration formulation, ensuring correct mixing of diets. Maintain appropriate and accurate records and documentation to meet milk quality standards (Arla/Tesco) and ensure the farm's circa £1m milk contract is delivered to specification.</p> <p>Enter and maintain accurate data as required by the farm, including Lely T for C (all milking data) and Uniform (all health, birth and deaths).</p>	15%
4	<p>Take responsibility for and care of transition cows, calving cows and heifers. Book and tag new calves and ensure accurate record keeping.</p> <p>Monitor colostrum management, reporting any issues to farm management</p> <p>Carry out regular stock checks and work with farm management to order new supplies where required in a timely and cost effective manner.</p> <p>Assist in development of routine maintenance schedule. Conduct regular routine maintenance in line with schedule and keep records of this. Repair equipment as required, diagnosing and rectifying faults where possible and reporting to management.</p> <p>Where necessary, advise on the purchasing of equipment and consumables. Work with farm administration/management to ensure that all orders are placed within University procurement guidelines, financial processes and align with farm budget.</p>	15%

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
5	<p>Assist in selection of animals suitable for research trials. Liaise with UoN departments (Biosciences, School of Veterinary and Medical Sciences) to ensure smooth running of trials.</p> <p>Assist with AI and veterinary work, under the guidance of staff from the School of Veterinary and Medical Sciences.</p>	10%
6	<p>Develop and implement strategies to ensure the biosecurity of the unit at all times.</p> <p>Comply with and generate protocols for standard Dairy Centre operations and routines. Oversee and contribute to the development of and implementation of new or improved systems of working, policies and procedures to maximise efficiency and ensure the safe running of the unit. Undertake further training to further develop skills and knowledge.</p> <p>Contribute to University Farm's Knowledge Exchange role through communication with researchers, students, other University staff and the general public.</p> <p>Any other duties appropriate to the grade and role.</p>	10%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of health and safety regulations relevant to working in a farm environment and the implications of non-compliance</li> <li>▪ IT skills, including those specific to dairy production and record keeping</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Evidence of working as part of a team, as well as being able to work independently.</li> <li>▪ Proven ability to build relationships and collaborate with others.</li> <li>▪ Capability to organise own and other's activities to meet set deadlines</li> <li>▪ Ability to work accurately in order to maintain high standards</li> <li>▪ Tele-handler experience</li> <li>▪ Good oral communication skills, including the ability to communicate with clarity on complex information</li> <li>▪ Stock handling and husbandry experience gained on a dairy or beef unit. Knowledge of animal welfare requirements</li> <li>▪ Experience in diet preparation</li> <li>▪ Livestock related plant and machinery experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of managing staff</li> <li>▪ Experience of robotic milking systems</li> <li>▪ Experience of working on large dairy units</li> <li>▪ A good understanding of the livestock welfare requirements (under ASPA (1986) as amended regulations)</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Minimum of HND/BTEC in Agriculture, or equivalent qualifications plus work experience in a relevant role or significant relevant experience within a similar role</li> <li>▪ Full, current driver's license</li> </ul>	



The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as H&S, EDI and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others

