



Job title	Assistant Farm Manager (Dairy)	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Estates & Facilities	Location	Sutton Bonington

Purpose of role

The Centre for Dairy Science Innovation (CDSI) is a semi-automated welfare facility for highly scientific research trials. It is one of the four Agri-Tech facilities in the UK, supported by Innovate UK, which is part of UK Research and Innovation, a non-departmental public body funded by a grant-in-aid from the UK government. The facility itself operates under a Home Office Licence and therefore welfare of the highest standards is vital, and this can only be achieved with sufficient staff to cover all eventualities twenty-four hours a day, three hundred and sixty-five days a year.

Finances and multiple direction in the last three years has contributed to considerable challenges, but thanks to the tireless efforts of the existing Dairy team the facility has been kept running and we are now in the position to add to staff numbers. This role will be to deputise the Farm Manager (Dairy), on a rota system.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Management</p> <ul style="list-style-type: none"> ▪ Managing welfare across all cow groups, observing and noting cow movement and behaviours. Deciding on appropriate course of action on display of negative traits and deciding on medicinal use, dose rates and timings. Communicating treatment schedules and protocols with staff. ▪ Managing, maintaining and enhancing high standards of hygiene, both in yards, sheds, Robots, and farm surgery. Deciding the process and routine where changes or improvements needed and communicating your decision to staff. ▪ Managing data capture. Deciding priority live data, when and where to intervene with judgement calls, communicating your decision to staff, monitor changes and re-access. ▪ Clamp management. Deciding on shear locations during TMR preparation, deciding on quality at appraisal. Managing contractors at filling and compaction. Managing staff with clamp preparation and deciding sheet techniques most appropriate. ▪ Managing the machinery fleet consisting of two telehandlers, two tractors, 12 Robot Milkers, automated cleaning Robots, slurry systems and dozens of implements, trailers etc. Choosing most appropriate machine for the job, allocating machines to staff. Noting performance of machines, through sight sounds, smells and data, correcting any issues using knowledge and 	25%

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
	<p>decision making. Ensure all machinery operating at safe level using judgement.</p> <ul style="list-style-type: none"> ▪ Managing agricultural contractors. Deciding timeliness of work, work techniques, speed, and settings. Communicating locations and timescale, biosecurity measures and Health & Safety Policy. ▪ Managing mechanics, electricians, plumbers, and slurry system engineers etc. as applicable for facility management to ensure the facility is kept operational 24/7. Decision making as to who should be employed and when for what, considering timeliness, welfare, staffing levels and cost of repair. ▪ Managing the birthing process from showing to initial calf management. Decision making based on urgency factors and danger to life. ▪ Working with industry specialists to calculate animal nutritional requirements, transpose into a ration, formulate and mix then deliver using specialized equipment (TMR, monorail). Decision making on processes, techniques, delivery routes and time management for yourself and staff. 	
2	<p>Leadership</p> <ul style="list-style-type: none"> ▪ Managing, supervising, helping, and instructing the Dairy team on a task-by-task basis. Setting out clear tasks, schedules, timing and resource. Follow up on work quality and targets. Improve staff performance through guidance and knowledge. Resolve any issues. ▪ To respond to urgent Dairy-specific enquiries from the public, students and academics using an In-depth knowledge of Dairy farming and animal welfare. ▪ Providing holiday/rota/sickness/bank holiday/University Closure Day cover for the Farm Manager (Dairy) as responsible person on site and subsequent management of staff. Deciding on staff jobs and allocating. Weighing up all applicable time pressures and resource to achieve the most favourable outcome. ▪ Manage deliveries & visitors into and out of site, ensuring safety, timeliness, biosecurity, and security protocols are met. Deciding on appropriate timescales and priorities based on any number of conflicting issues. ▪ Leading by example in all areas of Dairy management. Using knowledge, experience and decision making to extend the performance of the herd and staff, to improve welfare using skills gained and transferred to staff. Displaying a calm and can-do attitude to all staff. Deciding on the most appropriate course of action to meet targets, setting clear goals and boundaries. ▪ Attend trade shows and stay up to date with industry developments. Making connections professionally, inviting improvements at farm level. ▪ To carry out continuing professional development. Improve skill set and human qualities to enhance your own credentials ▪ To seek improvements to Dairy management. Using your judgement and decision-making work on practices, techniques, and theory to improve the animal welfare, service quality and production at the dairy. 	25%

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
	<ul style="list-style-type: none"> ▪ Liaise with academics, students, researchers as applicable in a helpful manner. Seeking to understand requirements, assisting in technical communication, reporting back data and events. ▪ Liaise with vets, nutritionists, foot trimmers and AI technicians as applicable to ensure consistent high welfare and production. Decide on visit status, timings, cost analysis benefits, recording of impact and review / track changes. 	
3	<p>Stakeholder management and service improvement</p> <ul style="list-style-type: none"> ▪ Rota creation and liaison with the Dairy staff. Decide on appropriate scheduling to ensure when they occur multiple conflicts are met and resolved, to ensure sufficient staff are on duty. ▪ To oversee Health & Safety policy implementation and improvement. Manage the facility to ensure policy is met, seek gaps in policy and resolve. Look to performance review the policy and fast-track improvements using your knowledge, skills and decision making. ▪ Meeting Home Office License protocols. Use your decision making, knowledge and skills to ensure with zero omissions all requirements of the Home Office License are met. ▪ Red Tractor standards adherence. Use your decision making, knowledge and skills to ensure with zero omissions all requirements of the Home Office License are met. ▪ Record keeping. Contribute and control record keeping, suggest improvements to procedures Keep up to date with legal requirements. ▪ Maintaining legal obligations of a Dairy Farm from interpretation using your experience to implementation using your skills and decision-making ability. ▪ Assisting with research trials where applicable and student / visitor interaction where applicable. Using your knowledge, skills and decision making to enhance their experience, research and learning profile. 	25%
4	<p>Operational</p> <ul style="list-style-type: none"> ▪ Leading and directing the team on feeding duties, using primarily a TMR system. ▪ Leading and directing the team on hygiene duties, both manual and mechanised. ▪ Leading and directing the team on all welfare duties associated with a Dairy herd. ▪ Undertake other duties that may arise, or as may be delegated, from time to time, appropriate to the grade of this post. ▪ Due to the role holder being required to work outside of normal working hours to work with and cover for the Farm Manager (Dairy) in all aspects of Dairy, sometimes at very short notice, it is an expectation of this role that the successful candidate will live in the accommodation provided which is located close to the Farm. This will include night checks and responding to Robot-Milker phone alerts at any time. 	25%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent interpersonal and communication skills. ▪ Knowledge of health and safety regulations relevant to working in a farm environment and the implications of non-compliance ▪ Ability to work to tight deadlines. ▪ Excellent attention to detail. ▪ Confident at working with people at all levels within an organisation and ability to build and maintain excellent working relationships ▪ Innovative and open to change. ▪ Ability to stay calm under pressure. ▪ Proven analytical and problem solving skills ▪ Experience of operating a wide range of relevant farm related machinery including tractors and Telehandlers ▪ Proven planning and organisational skills ▪ Manual skills related to Dairy farming including confidence around animal handling and observation. 	<ul style="list-style-type: none"> ▪ An ability to explain complex tasks and information to staff, academics, students and the public where applicable ▪ Good Customer service skills and relationship building.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of managing a team. ▪ Management experience in an agricultural context ▪ An in-depth knowledge of and passion for modern Dairy farming. ▪ Understanding of the work practices, processes and procedures relevant to the role. 	<ul style="list-style-type: none"> ▪ IT skills including ability to utilise packages such as Microsoft Office ▪ Ability to use mobile apps related to Dairy record keeping and monitoring
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Degree/HND or equivalent in Agriculture or a related field plus considerable experience in a similar role or extensive relevant work experience in a similar role ▪ Full, current driver's licence 	



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** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- 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

