



National Diploma Animal Production Farm Staff Management

Handout 19B Job Profile Example

	Job Profile: Farm Manager Cattle	Compiled by:
Position name:	Farm manager Cattle	
Qualifications:	Agriculture qualifications	
Experience:	Five years 'relevant experience	
Date approved:		
Positions reporting into this job	Unit supervisors	
Reports to:	General manager	

Purpose of the Position	
Manage livestock units profitably	
Balanced scorecard component	Weight
Performance outputs	
Care of calves according to best practice	15%
Manage livestock growth according to business plan	25%
Manage feeding according to growth plan	15%
Manage animal health of the herd	15%
Manage all related resources	15%
Administration of stock and production functions	15%

* F= Finances; K= Client; BP= Business processes; O= Development; V= Sustainability

PERFORMANCE OUTPUT 1 WEIGHT: 15%	KEY RECEIVERS
Care of calves	<ul style="list-style-type: none"> • Management • Registration authorities • Partners
KEY TASKS	PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • Identify and separate heavy pregnant cows from the herd • Monitor calving and support where necessary • Verify calf and cow health • Manage accretion according to procedures • Verify biological parents according to procedures 	<ul style="list-style-type: none"> • Number of mortalities • Non-compliance with procedures <p>WHERE TO FIND EVIDENCE:</p> <ul style="list-style-type: none"> • Management information • Physical condition
PERFORMANCE OUTPUT 2 WEIGHT: 25%	KEY RECEIVERS
Manage herd growth	<ul style="list-style-type: none"> • Management • Partners
KEY TASKS	PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • Preparation of rinse animals according to procedures • Preparation of receivers according to procedures • Manage tailings of non-performers • Manage bulls according to breeding procedures • Identify potential females from commercial accrual for replacement 	<ul style="list-style-type: none"> • Abortions • % Embryos per rinsing • % Accrual per transfer • Calving % <p>WHERE TO FIND EVIDENCE:</p> <ul style="list-style-type: none"> • Physical accrual • Management information
PERFORMANCE OUTPUT 3 WEIGHT: 15%	KEY RECEIVERS
Manage feeding	<ul style="list-style-type: none"> • Management • Partners

KEY TASKS	PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • Determine feeding needs according to goals <ul style="list-style-type: none"> ○ Obtain nutrients ○ Mix and distribution of additives according to prescriptions ○ Monitor feeding intake • Support feed flow planning • Pressure grazing management • Cleaning of cribs (clean water) and trays • Manage stock safekeeping 	<ul style="list-style-type: none"> • % Embryos per rinsing • % Accrual per transfer • % Calving • % Weight gain • Stock losses <p>WHERE TO FIND EVIDENCE:</p> <ul style="list-style-type: none"> • Physical accrual • Physical condition • Management information
<p>PERFORMANCE OUTPUT 4</p> <p>WEIGHT: 15%</p>	<p>KEY RECEIVERS</p>
<p>Manage animal health</p>	<ul style="list-style-type: none"> • Management • Veterinarians • Partners
KEY TASKS	PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • Vaccinations according to procedures • Preparation of rinse animals and receivers according to procedures • Identify and treat sick animals • Effective interaction with veterinarians: <ul style="list-style-type: none"> ○ Develop database of treatments ○ Develop database of mortalities • Perform annual health checks according to procedures • Manage mortalities according to procedures • Manage stock levels of vaccines 	<ul style="list-style-type: none"> • Number of mortalities • Repetitive mortalities <p>WHERE TO FIND EVIDENCE:</p> <ul style="list-style-type: none"> • Management information • Vaccination records

PERFORMANCE OUTPUT 5 WEIGHT: 15%	KEY RECEIVERS
Manage resources	<ul style="list-style-type: none"> • Management • Staff
KEY TASKS	PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • Ensure timely maintenance of: <ul style="list-style-type: none"> ○ Fencing ○ Pastures ○ Pens ○ Implements ○ Cribs ○ Pumps ○ Equipment • Effective staff management • Safe storage of stock • Fire prevention and combating 	<ul style="list-style-type: none"> • Feedback • Fractions • Incidents • Stock losses <p>WHERE TO FIND EVIDENCE:</p> <ul style="list-style-type: none"> • Management reports • Physical conditions

PERFORMANCE OUTPUT 6 WEIGHT: 15%	KEY RECEIVERS
Administration	<ul style="list-style-type: none"> • Management • Registration entities • Partners
KEY TASKS	PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • Document herd accrual according to procedures • Maintain database: <ul style="list-style-type: none"> ○ Numbers per pasture size ○ Preparations ○ Accrual ○ Performance ○ Tailings ○ Feeding ○ Medication • Capture detailed information during embryo transfer and rinsing • Budgeting and effective management 	<ul style="list-style-type: none"> • Feedback • Data accuracy <p>WHERE TO FIND EVIDENCE:</p> <ul style="list-style-type: none"> • Management information • Database

Knowledge	Skills	Organisation-specific
<ul style="list-style-type: none"> • Cattle • Grazing • Medication • Additional feeding • Staff management • Safety • K53 	<ul style="list-style-type: none"> • Numeracy • Handy • Computer literate • Interpersonal • Communication • Planning • Organising • Afrikaans and English proficient • Disciplined • Accuracy • Meticulous • Analytical • Assertive • Observant 	<ul style="list-style-type: none"> • Policies and procedures