

Position Title:	Farm Assistant
Location:	Based on the Hōhepa Farm in Clive; will be required to work at other Hōhepa Hawke's Bay sites such as Poraiti Farm. Some travel between sites and in the local area may be required.
Responsible to:	Dairy Manager
Functional Relationships:	Dairy and Land team (people we support, employees, volunteers) including Cheesery, Farm, Gardens and Nursery staff in Clive and Poraiti; Enterprises/Day Activities staff; Customer Experience team; Property Services, Finance, HR, IT and the Executive/ Leadership teams
External Relationships:	Contractors; suppliers; visitors to Hohepa; families/whanau of people we support

## **SCOPE OF RESPONSIBILITIES**

The Hōhepa community supports and enables young people and adults with intellectual and developmental disabilities. We aim for inclusive social development, through education, wellbeing and community, inspired by the ideas of Rudolf Steiner.

For each person supported at Hōhepa the focus is on their abilities, aspirations and needs, to achieve our vision of Every Life Fully Lived. Work opportunities for people we support include the farm and cheesery, other enterprises and our retail shops.

Our Hōhepa Clive and Poraiti farms are based on biodynamic farming principles, all farm staff are required to work to these principles to establish and maintain a healthy farm and environment. Our farms are Demeter and BioGro certified and compliance to these standards must be maintained.

## **Primary Objectives of the Position**

- To support the Dairy Manager in day-to-day operations of the farm including milking, animal welfare, feed herd, calf care, and pasture management.
- Work collaboratively and support an inclusive working environment with the farm and cheesery team and wider Hōhepa team.
- Work under regulatory compliance requirements.
- Provide meaningful training opportunities for people we support, wherever possible, to enable them to reach their full potential.



## **Key Responsibility Areas**

### **Milking and milk production**

- Ensure milking is carried out in full compliance with food safety and hygiene standards and plans.
- Ensure two milkings a day are carried out punctually (as a guide, starting at 4:30 am and at 1:30 pm respectively) always in consultation with the Dairy Manager
- Ensure that the milking shed is kept safe and up to our hygiene standards
- Maintain effective herd management protocol, ensuring each animal is well cared for, and preventative measures
- Wash and clean the milking machine, yard, and the milking room before, during, and after each milking
- Keep tools, implements, and utensils organized and in good condition
- Maintain milk yields, quality and production through the implementation and maintenance of sound animal welfare and pasture management practices.

### **Animal health & wellbeing**

- In consultation with the Dairy Manager, take all necessary actions to maintain animal health.
- Carry out preventive and curative health protocols and treatments for sick cows, according to the guidelines of the Dairy Manager.

### **Pasture Management**

- In consultation with the Dairy Manager, implement and maintain sound pasture management practices, in line with biodynamic farming practices and compliance.
- Support with the day-to-day operations of the farm. Includes feeding out, mowing, weed management, effluent management, irrigation management, infrastructure and vehicle maintenance, liaising with contractors where required.
- Feed the cows daily according to the guidelines of the Dairy Manager.
- Support with harvesting and storage of feed, silage and hay, in consultation with the Dairy Manager.
- Develop and maintain a professional interest in biodynamic farming; and work with people we support and Hōhepa community to develop and promote sound biodynamic farming practices. Including biodynamic preparation application and compost making where required.

### **Compliance & Record Keeping**

- Ensure that milking and farm activities are carried out in full compliance with the MPI "Animal Products Notice: Production, Supply and Processing" (current version dated March 2025) standards.
- Ensure that the farm and all activities adhere to all compliance requirements including Demeter and BioGro certification.
- Maintain daily milk record keeping and reporting.
- Keep detailed records in "LIC Minda" and "Protrack" (web-based herd management), "Levno" (fuel tracking), and other Hōhepa systems where required.

### **Health & Safety**

- Be a role model to all farm workers; actively promote compliance with safety procedures; ensure that all workplace health and safety regulations are being met.

- Ensure that farm/milking equipment is maintained in good working order, and staff are properly trained. Develop and follow safe working procedures.
- Proactively identify hazards; take immediate action to make the area safe; bring hazards promptly to the attention of Dairy Manager.
- Record all accidents promptly and appropriately; ensure follow up and support for any team member who is injured at work.
- Drive safely, in accordance with Hōhepa Policy and Procedure, on Hōhepa land and/or in Hōhepa vehicles; and ensure all staff do the same.

### **Collaboration & Communication**

- Work closely with the Dairy Manager and the wider Dairy and Land team to align farm operations with broader Hōhepa goals.
- Participate in team meetings to plan daily and weekly production tasks.
- Maintain open communication with stakeholders, including wider Dairy and Land teams, and external partners.

### **Person specification**

To be successful in this role you will:

- Have experience working in the dairy industry, milking experience will be an advantage
- Have discipline and punctuality with the schedules of each milking
- Have an interest in Organic/Biodynamic practices and principles
- Have strong communication skills; ability to work effectively and closely with the wider dairy and farm team and other Hōhepa departments.
- Be a team player; work closely with team, PWS and volunteers.
- Is a positive role model, have a positive 'can do' attitude.
- Have the ability and understanding to facilitate meaningful work opportunities for people supported by Hōhepa, with a focus on enablement and independence.
- Have flexibility and the ability to adapt where necessary.
- Be physically fit and strong; the role can be physically demanding at times

## **General Conditions of Employment**

Any offer of employment is subject to a satisfactory Police Clearance. Hōhepa takes up a police vetting report on all employees at the start of employment and then every two years. If you are convicted of an offence after being employed by Hōhepa it is important that you declare this promptly; if an undeclared conviction shows up on a future police report, this could be regarded as a breach of trust and may lead to disciplinary action including potential dismissal.

You confirm that you have the right to work in New Zealand, and agree to provide documentary proof (eg through a birth certificate or passport).

### **Smoking, Drugs and Alcohol:**

Hōhepa is a fully non-smoking environment, including buildings, grounds and vehicles. If you accept employment with us you guarantee that you **will not smoke** (even during break times) during work hours.

This is a **safety-sensitive role**. You must agree to attend work **free of any adverse effects of alcohol or drugs** (including illegal drugs and similar substances); the way this is assessed is that a drug test would be negative. You must consent to pre-employment testing, then random testing if you are employed.

### **Days/hours of work:**

Standard hours of work are a minimum of 37.5 hours per week over 5 days per week, Monday to Sunday. Exact days of work and working hours will be determined, there will be a need for some weekend working. Flexibility is required to take account of operational needs, especially around the seasonality of production where flexibility around working hours is required.

### **Review of job description:**

As with all Hōhepa job descriptions, the contents of this JD will be kept under review and will be subject to change, in the light of experience. Any substantial changes will be discussed with you before being implemented; however you are required to work flexibly and accept that any JD is an indicator only – you agree to any reasonable duties that are asked of you.