

Position description templates

A detailed Position Description is an essential start to recruiting a new employee. This will help you find the right person for the job and explain what you expect from your new employee. Writing a position description will help clarify the skills and traits you need the new employee to have. You should include:

- Job title and location
- Duties, responsibilities and tasks – what you need the person to do, who they are in charge of and who they report to
- Any required skills, qualifications, licenses and experience
- Any other requirements, such as physical demands

Suggested steps for preparing and using a position description template

If at any time you need more information or assistance, call your dairy adviser or visit www.thepeopleindairy.org.au

Step 1: Conduct a job analysis

Before you recruit, you need to understand the position you are trying to fill and the type of person required to fill it.

A job analysis is the process through which you work out the tasks you want performed and the skills, knowledge and abilities required to perform them.

You need to think carefully about what you really want. Do you just want a hand with the milking (casual milker) or do you want to delegate some responsibility to a farm manager and have some work life balance – a holiday.

Step 2: Outline the type of role or job to done

In considering the nature of the work involved, you should think about:

Which parts of the farm system will the employee be working in? For example, milk harvesting, animal husbandry and heifer rearing, feed management and delivery, pasture production and cropping, repairs, maintenance and development, administration and risk management? What are the specific jobs to be done in each of these areas?

Is the type of position you are trying to recruit for at the level of:

- Assistant Farm Hand
- Farm Hand
- Senior Farm Hand
- Production Manager
- Senior Production Manager; or
- Business Manager

Read more about each role in [Stepping Stones](http://www.thepeopleindairy.com.au/stepping-stones/overview.htm) which aims to help both new and current employees identify and progress along pathways which will benefit the individual and the dairy industry as a whole: www.thepeopleindairy.com.au/stepping-stones/overview.htm

Step 3: Create a position description

A position description should include:

- the job title;
- a summary of the role and how it fits into the business;
- details of the tasks to be undertaken for the role;
- the reporting structures and working relationships that apply;
- levels of performance required; and
- may include time lines for various projects or undertakings

Written position descriptions are important because they set guidelines and expectations and are often used as the basis of performance appraisals.

Once you have outlined the employee's duties it is important to check that you have described a 'realistic' job. Review the list of duties and estimate the time required to do each task. Is the overall job a realistic one? Consult with other staff and family members to ensure that you have identified the job well.

The Generator is available at www.thepeopleindairy.org.au/recruitment/generator.htm

This Generator helps you create simple Word documents. You can build position descriptions for your farm or select a template from those we have developed which include:

- blank template (headings only)
- Assistant Farm Hand
- Farm Hand
- Senior Farm Hand
- Production Manager
- Business Manager

Step 4: Create a person specification

The person specification takes the position description and answers the question, 'What human traits and experience are required to do this job well?' The person specification may be a separate section of the position description or a separate document entirely; often (as with the templates provided) it is presented on the back of the position description.

Areas to describe may include some or all of the following:

- skills – e.g. stock handling, tractor driving;
- abilities – e.g. good people manager;
- knowledge – e.g. feed budgeting;
- degree of initiative – e.g. can work unsupervised and deal with unforeseen problems;
- education and qualifications – e.g. chemical user's certificate, Certificate II in Agriculture;
- work experience – e.g. has managed staff in a large herd system; and
- personality traits and temperament – e.g. gets on well with others, good 'team player'.

The person specification should have 'essential' and 'desirable' components. The most important traits or experience are usually considered essential and the less important are desirable.

POSITION DESCRIPTION

1 ORGANISATIONAL RELATIONSHIPS

Reports to:

Supervises:

2 POSITION SUMMARY

3 MAJOR RESPONSIBILITIES

4 DUTIES

Milk Harvesting

Animal Husbandry

Feed Management and Delivery

Pasture Production and Cropping

Plant Equipment and Infrastructure Maintenance

Administration

5 SKILLS AND EXPERIENCE (person specification)

Skills and knowledge

Training and qualifications

Work experience

6 PERSONAL COMPETENCY

Acceptance of direction

- Acceptance of direction and code of behaviour within the business. *Accuracy and eye for detail*
- Demonstration of a concern for accuracy.
- Attention to all requirements of a task and implementation of checking and follow-up.

Punctuality

- Ability to be punctual on a regular basis and appropriate communication in the event of being delayed.

Prioritising skills

- Identification of the important operational requirements of the farming enterprise. Implementation of priority tasks within the resource capabilities available.

Confidence

- A quality of self-reliance and boldness.
- A confidence and belief in own ideas and opinions and a willingness to express and act upon them.

Empathy

- The ability to perceive and understand the feelings of others.

Flexibility to cope with change

- Demonstration of the ability to instigate, support and cope with change.

Handling pressure and stress

- The ability to continue to perform well under pressure or in stressful circumstances.

Initiative

- An ability to take action when enterprise is required.
- Actively seeks out opportunities to make extra contributions to benefit the business.

Interpersonal skills

- The ability to interact appropriately and successfully with people of all different types and at different levels.

Listening skills

- The ability to give close attention to someone, follow instruction and involve in discussion.

Teamwork

- The ability to work with other people towards a common goal.
- To establish effective collaborative relationships with other people in the business.

Work ethic

- The commitment to work within the boundaries of what is a reasonable industry expectation.

Communication

- Ability to communicate clearly and effectively via phone, sms, interpersonally or by email, present ideas and to document activities; to source, read and interpret written information.
- To keep all stakeholders up to date.