



Position Description

Position Title: Farm Systems Consultant – Environmental Specialist

Reports To: Modelling & Consents Team Lead

Purpose: To drive the growth of Agri Magic Limited by providing technical support, nutrient management and farm environmental advice to allow farming clients to make excellent decisions regarding nutrient and environmental aspects of their farm businesses.
Also to provide insights and advice to other industry stakeholders and strategically to Agri Magic where required.

Dimensions:

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| Direct Reports: | 0 |
| Total staff: | 0 |
| Operating Budget: | \$0 |

Nature & Scope

Agri Magic Limited is driven by the needs of its clients - the agricultural producers of Canterbury and New Zealand. Agri Magic exists to support farming client's future through:

1. Supporting farm businesses in achieving objectives through providing a framework to manage change and facilitate continuous improvement.
2. Growing the skill and capability of others – employing, coaching and training others to work in our business with us.
3. Making a profit and in doing so utilise the same systems and continuous improvement approach as we use when working with farm businesses.

Agri Magic has four key values that serve as our guiding principles, they describe what is fundamentally important to us:

- Intellectual honesty and curiosity
- Passion for people
- Genuine love for agriculture
- Dedicated and dependable

To ensure that Agri Magic continues to meet the needs for quality, cost effective advice to its farmer clients it is essential that staff are competent in their roles, are fully conversant with the systems and processes utilised and developed by Agri Magic Limited and are able to use each to their full potential.

There is increasing need for farmers to demonstrate responsible use of nutrients and farm management practices that do not have a significant adverse impact on the environment. Agri Magic Limited has been developing and delivering a range of services aimed at assisting farmers to meet increasingly stringent scrutiny. Agri Magic provides support to farmers that require more sophisticated environmental advice to help with planning for the environmental effects of potential farm system changes; and/or resource consent applications for farm system changes; and/or to meet regulatory requirements.

The role will require close liaison and communication with the wider Agri Magic team in order to provide a superior service to farming clients or other industry stakeholders. It will also require up to date knowledge of current and emerging policy and the impact it may have at farm level.

Key Accountabilities

| | Accountabilities | KPI's |
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| 1 | Development of and responsibility for Farm Environmental Reports and Nutrient Budgets for farm businesses. | <p>Assist in preparation of farm systems models including (but not limited to) Nutrient Budgets, scenarios, maps, Farm Environment Plans and their review, to ensure they are created following OverseerFM industry standards and meet industry guidelines and Agri Magic quality systems.</p> <p>Ensure that Client reports are grammatically correct, and are completed in full, to internal specifications and on time.</p> <p>Assist with GIS mapping as required.</p> <p>Ensure that quality final client reports are internally reviewed and delivered to the client.</p> <p>Liaise genuinely and in good faith with allied professionals in line with the values and standards of Agri Magic and build strong and trusted networks</p> |
| 2 | Complete associated administration tasks on time and consistently in line with Agri Magic agreed process and procedure. | <p>Work closely with the wider Agri Magic team to ensure the smooth operation and delivery of administration functions that support the business.</p> <p>New work requests are completed accurately and in a timely manner utilising systems in place and are updated as work progresses.</p> <p>Ensure scoping template data is entered into WorkFlowMax in a timely and accurate manner.</p> <p>Ensure billable work is invoiced at the end of the month via shared organisation procedures.</p> <p>Assist with Marketing functions as required.</p> <p>Conduct follow up calls to clients to determine satisfaction with the environmental consultancy business.</p> <p>Ensure Customer Relationship Management records are accurately maintained linking the client to Agri Magic Limited.</p> <p>Contribute to the establishment of good business practices and processes for the business.</p> |

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| | | <p>Maintain focus to work efficiently and consistently achieve charge out rates and time in line with organisational KPIs and personal development targets.</p> <p>Keep track of all work hours so that chargeable services you provide can be billed.</p> |
| 3 | <p>Build personal competencies to continually lift the value of services offered to clients by the Agri Magic Team with particular focus on maintaining an eye on current research.</p> | <p>Undertake training and learning in line with personal development plans agreed with Manager.</p> <p>Continue to lift understanding and expertise in OverseerFM use and application and other aligned farm related modelling tools.</p> <p>Continue to lift understanding and expertise of farm systems.</p> <p>Become familiar with the principles of Lean Management and incorporate these into daily work habits where possible.</p> <p>Continue to maintain knowledge of policy developments as they related to environmental aspects impacting farmers.</p> <p>Positively contribute to the on-going development of the Agri Magic business strategy.</p> <p>Train and support the wider Agri Magic team as is required.</p> <p>Willingly share knowledge with the wider team.</p> |
| 4 | <p>Adhere to the company Health and Safety policy and plan.</p> | <p>Incidents/accidents are reported to manager.</p> <p>Work areas are kept clean, tidy and free from obstacles.</p> <p>Equipment maintained in a safe and functional manner.</p> <p>Any Personal Protective Equipment supplied is utilised, including safety helmet for All Terrain Vehicle use.</p> |
| 5 | <p>Protect the Company from criminal and civil actions through ensuring that all regional activities comply with relevant legislation and services are delivered in accordance with professional standards.</p> | <p>No notification of breaches or prosecutions.</p> |

Person Specification

| The Farm Environment Consultant will ideally possess: | |
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| 1 | Sustainable Nutrient Management qualifications |
| 2 | Relevant experience in agricultural industry |
| 3 | Farm systems knowledge |
| 4 | Project management experience |
| 5 | Proven ability to be accountable for and meet deadlines |
| 6 | Experience using OverseerFM |
| 7 | Understanding of Agri Magic systems |
| 8 | Genuine intellectual curiosity |
| COMPETENCIES | |
| 1 | <p>Achievement Drive</p> <p>Highly motivated and goal focused, setting difficult challenges and stretch goals. Remains focused irrespective of adversity or setbacks.</p> |
| 2 | <p>Coping with Pressure</p> <p>Able to cope with moderate ongoing pressure in work role and setbacks while continuing to perform well.</p> |
| 3 | <p>Planning & Organising</p> <p>Able to plan and organise self and others to ensure productivity and efficiency goals are met and priorities are completed on time.</p> |
| 4 | <p>Project Management</p> <p>Management of small/medium sized projects. Scopes project size and manages plan.</p> |
| 5 | <p>Attention to Detail</p> <p>Is detail focused and ensures own and others work is checked, accurate and to a high standard of quality.</p> |
| 6 | <p>Team Work / Team Enhancement</p> <p>Takes an active role in the team, contributing ideas and encouraging others.</p> |
| 7 | <p>Relationship Building & Management</p> <p>Interacts confidently with others, builds strong relationships through mutual respect, questioning and listening skills.</p> |

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| | Demonstrates genuine understanding and commitment to the primary sector and in particular to people farming the land and in rural communities. |
| 8 | <p>Continuous Improvement</p> <p>Produces and monitors work to ensure quality standards are maintained and actively looks for areas where improvements can be made.</p> |
| 9 | <p>Written Communication</p> <p>Able to draft general business documents and correspondence effectively, selecting appropriate language and grammar.</p> |
| 10 | <p>Verbal Communication</p> <p>Communicates ideas and information fluently to others, and in a way that is well matched to the audience's needs and is easy to understand.</p> |
| 11 | <p>Systems Orientation</p> <p>Understands and adheres by the system and monitors its performance making process adjustments and improvements.</p> |
| 12 | <p>Prioritisation</p> <p>Manages own workload by prioritising most urgent tasks, and juggling, actioning and managing the expectations of other if deadlines cannot be met.</p> |