

6 Tips for Employers on How to Create Job Descriptions for your Farm

Job descriptions are essential for building strong HR practices into the day-to-day management of your farm.

A well written job description will be invaluable when hiring. Potential employees are constantly comparing employers when seeking employment. Farms that do not have job descriptions, or ones that are poorly written, are disadvantaged. A good job description provides clarity about what is required for the job and what day-to-day tasks are expected to be completed.

Once a good job description is developed, it is much easier to review and modify it over time if required. In addition to their usefulness in the hiring process, job descriptions are useful tools in training new employees and evaluating the performance of existing employees.



1. Job Title

Describe the job as clearly as possible, For example, Farm Assistant, Herd Manager, etc.



2. Summary

Concise definition of the major job responsibilities, including where and when the job is performed.



3. Qualifications

Description of any experience, training, education, and/or physical characteristics that is necessary to perform the job. Avoid statements that might be discriminatory on grounds of race, gender, age, and/or religion.



4. Duties or Tasks

List of all activities that the person will perform, including specialist tasks.



5. Work Relationships

All workers need to know where they fit in the organisation, i.e. who they would be reporting to, and who would be reporting to them.



6. Work Schedule

Define works hours as much as possible, including the roster.