



Job Description

1. JOB INFORMATION	
JOB TITLE:	Farm Compliance Manager
BAND:	4
DEPARTMENT:	Broiler Services
REPORTS TO:	Area Manager
LOCATION:	Dungannon/Ballymena

2. JOB PURPOSE
To provide technical assistance to growers and ensure sites are managed according to company standards with a view to maximisation of performance.

3. RESPONSIBILITIES
3.1 FINANCIAL N/A
3.2 STAFF No direct reports
3.3 ORGANISATIONAL STRUCTURE/ REPORTING LINE
<pre> graph TD AM[Area Manager] <--> FCM[Farm Compliance Manager] </pre>

4. DUTIES/RESPONSIBILITIES
4.1 Provision of technical information to farmers <ul style="list-style-type: none"> a) The person provides guidance to farmers on the operation of poultry house equipment and information on programs necessary to manage stock correctly, which are then checked during regular site visits b) Advice is given to farmers on culling and health status of flocks c) The person provides or facilitates training for all Farmers as necessary d) Feedback is provided to Farmers on problems in the factory i.e. high level of downgrades, hock marks, runts and contamination.
4.2 Implementation of hygiene and bio-security procedures on sites <ul style="list-style-type: none"> a) The person must ensure protective clothing is supplied and worn, and checks are carried out to ensure it is used appropriately. b) Sites have been checked to ensure the correct number and positioning of bait points and the use of poison therein. c) The person checks that foot-dips and visitor books are kept appropriately and the sites remain tidy at all times. d) Intercrop swabs and assessments have been undertaken with advice given to



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growers if appropriate and required store items delivered to the farm.
<p>4.3 Farm Surveys</p> <ul style="list-style-type: none">a) Farm surveys are carried out during each crop of birds with points deducted for non compliance to Moy Park standardsb) The person notifies the line manager immediately of any problems arisingc) The accounts department have received all completed farm assessments prior to finalisation of the crop account
<p>4.4 Flock Health Status Monitoring</p> <ul style="list-style-type: none">a) Gas readings are taken on all farms as and when requested by the Line Managerb) Salmonella tests have been carried out for each flock and results are available prior to slaughter.c) Thorough investigations are undertaken should health problems arise within a flock and appropriate follow up action taken.d) Miscellaneous tests are carried out where necessary.
<p>4.5 Record Keeping</p> <ul style="list-style-type: none">a) Farmers will have access to a web based recording system where all data must be recorded regularly. The Farm Compliance Manager must ensure that this is completed.b) The person reminds farmers of the factory weight requirement and ensures that they are properly trained in weighing and forecasting of weightsc) All site mortality problems over ½ % per day are investigated and if necessary a credit note presented to the Line Manager.d) Farm audits are to be carried out in a timely fashion to ensure farms comply with relevant customer / legislative requirements.
<p>4.6 Health and Safety</p> <ul style="list-style-type: none">a) The person will comply with all company health and safety regulations at all times.b) The person ensures all farmers are aware of health and safety issuesc) Areas of failure within the health and safety mandate are reported immediately to the line manager.
<p><u>Important Procedures</u></p> <p>Some of these procedures are required in order to satisfy the Industry Codes of Practice, the following items must be carried out:</p> <ul style="list-style-type: none">- All samples taken must be recorded on the relevant chart- All trial work undertaken at farm level should be prepared for, carried out professionally and results presented in a timely fashion. <p>Principally it is the farm compliance managers function to ensure that all standards are met or improved whether those standards are from industry or Moy Park. Standards will be acceptable only if you are satisfied that important visitors can be received by that site with only 1 hours notice.</p>



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5. MEASURABLE OUTPUTS

- Farm surveys completed and forwarded for payment.
- All sites have been swabbed prior to kill placement.
- Area Manager notified of any none conformances.
- Farm claims presented prior to payment date.
- Bird Quality
- Farmer Growing Costs

6. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential	Desirable
<ul style="list-style-type: none"> • Minimum third level qualification • Minimum six months relevant experience • Excellent organisation skills • Full Valid driving licence • People management experience in an advisory capacity • Responsible attitude • Computer literate • Attention to detail • Good communicator • Ability to handle livestock • Interpersonal Skills 	<ul style="list-style-type: none"> • Appreciation of the hygiene and bio security of the broiler operation • Understanding of the key performance areas of the broiler operation • Minimum third level qualification in agriculture or food related subject area • Working knowledge of MTech

7. HEALTH AND SAFETY RESPONSIBILITIES

- Take reasonable care the Health and Safety of yourself and others who may be affected by your actions.
- Work in a safe manner and observe the Company Health and Safety Rules and Procedures.
- Use the protective clothing and equipment provided.
- Report to your Line Manager any incidents that have led to or could have led to injury or an accident or have affected the environment.
- Report all injuries promptly that occur to your self at work and obtain the necessary first aid treatment.
- Cooperate with Managers and other personnel of the Company to achieve a healthy and safe workplace environment.
- Help in the investigation of accidents in order to prevent recurrence.
- Observe the Company personal hygiene requirements.
- Set an example of safe, correct behaviour, particularly to new entrants and young persons.
- Report any hazard / defect you may observe promptly to your immediate line

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manager.

- Report any shortcomings in systems of work or procedures to your line manager.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare or yourselves or your work colleagues.
- Any H&S risks seen on a farm must be reported immediately to the farmer and to your line Manager. Following this the appropriate reports should be copied in writing to both the farmer and your line manager.
- To comply with safe systems of work at all times
- To advise managers when not trained for tasks you are being asked to carry out.
- Any employee breaching employee health and safety responsibilities will be liable for investigation which may result in disciplinary action in accordance with the Company's disciplinary policy.

	DATE:
JOB HOLDER:	
MANAGER:	
HUMAN RESOURCES MANAGER:	

Note:

This description is intended to be a guide of what duties are most likely, but should not be taken as a definitive list. Moy Park reserves the right to vary duties and add duties as they see necessary.