Basic job skills:

Reindeer herder

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| **Tasks for the reindeer herder:**   * manage grazing areas for reindeer * tend to reindeer herds * stay up to date on ways to exploit natural resources for production and operating purposes * slaughter and carve animals in an appropriate and responsible manner * keep track of budgets and the financial aspects of reindeer husbandry * maintain equipment and machinery * be familiar with rules, standards and legislation that apply to animal husbandry and nature conservation * organize grazing areas and natural areas in the best possible way * use Sámi technical terminology where this is natural * comply with procedures for health, safety and the environment (HSE) |

**Reading**

**On a daily basis the reindeer herder will:**

* read descriptions and instructions relating to the work
* read brief notes
* read lists of various tasks
* read messages and emails

**Regularly the reindeer herder will:**

* read manuals for new products
* read manuals for new equipment
* read instructions and governing documents
* read reports
* read guidelines for the disposal of offal etc.
* read posts/news items relating to their own culture and business

**Occasionally the reindeer herder will:**

* read updated excerpts from legislation and agreements
* read procedures and information relating to reindeer husbandry tasks
* read information and forms relating to their own employment relationship
* read different types of maps
* read up on HSE information
* read course and training plans to stay up to date
* read and stay up to date on nature management and rationalisation measures
* read updated professional information
* read municipal regulations concerning reindeer husbandry
* read information in connection with entering into contracts and payment agreements
* stay up to date on rules on stunning and slaughtering reindeer in accordance with applicable regulations

**Writing**

**On a daily basis the reindeer herder will:**

* write brief notes on forms regarding work tasks
* write messages or emails
* write short messages to themselves or others

**Regularly the reindeer herder will:**

* report non-conformities and incidents to colleagues or owners
* fill in order forms for goods and equipment
* set up overviews of the work performed
* update documentation relating to nature management and regulations

**Occasionally the reindeer herder will:**

* write letters and applications
* take notes from courses and training programmes
* write lists to assess the need for equipment and machinery for various tasks
* fill in forms relating to their own business
* write down proposals for new procedures relating to their own operation/production
* set up a simple business plan for increased value creation from reindeer-based production
* describe the design of fences and facilities for reindeer husbandry
* fill in forms relating to their own employment relationship, holiday applications, self-certificates and wage demand forms

**Oral skills**

**On a daily basis the reindeer herder will:**

* communicate with colleagues or suppliers
* have conversations with colleagues or owners to coordinate the work
* give and receive messages and instructions
* explain the nature of the work that is carried out
* plan the job together with colleagues or owners
* have discussions with others to plan work tasks

**Regularly the reindeer herder will:**

* listen and respond to explanations from owners or colleagues
* propose changes in relation to tasks and work methods
* receive instructions and discuss the work with owners
* explain problems or tasks to temporary workers or new colleagues
* discuss various possible measures to reduce disadvantages to reindeer husbandry

**Occasionally the reindeer herder will:**

* report acute incidents or accidents
* participate in internal and external training, such as courses on changes to official regulations
* ask if anything is unclear
* discuss problems relating to work procedures or execution with owners or colleagues
* use special words and phrases relating to the field of reindeer husbandry
* describe and discuss various ecological, economic and cultural factors that are essential for sustainable reindeer husbandry in an area
* inform new colleagues or temporary workers about work procedures
* report illness or absence

**Numeracy**

**On a daily basis the reindeer herder will:**

* use drawings and maps and convert them to full scale
* register figures and calculations to document activity
* register figures for measurement and as a basis for statistics
* estimate the time needed for the job
* calculate how much material and equipment will be needed as part of production

**Regularly the reindeer herder will:**

* record consumption of feed outside the grazing season
* compare prices from different suppliers
* check bills and invoices
* estimate or calculate operating expenses
* check their own payslip
* calculate the consumption of material and feed

**Occasionally the reindeer herder will:**

* assess the need for labour according to the season and activities
* check budgets and provide input on operations
* set up figures and compile statistics, tables and diagrams for reindeer husbandry as documentation of changes over time
* calculate the cost of hiring external labour
* calculate the space needed to build fences and facilities for reindeer husbandry
* set up a budget for the purchase of equipment and machinery

**Digital skills**

# On a daily basis the reindeer herder will:

* send and receive messages and emails
* keep track of their own activity as documentation of reindeer husbandry
* stay up to date via social networks

**Regularly the reindeer herder will:**

* send emails with attachments
* use standard office software
* enter figures and information in spreadsheets
* compare prices from different suppliers online
* check product information online
* find manuals and information online
* use photos to document non-conformities or incidents
* order goods online
* save agreements and documents

**Occasionally the reindeer herder will:**

* search for product information, laws and regulations relating to reindeer husbandry
* enter and store contract information electronically
* use suitable software to calculate costs and prices
* check the internet for environmental and animal husbandry regulations
* use various learning resources
* post tender requests online relating to the procurement of goods or services
* find up-to-date regulations on animal husbandry and HSE online
* create presentations with statistics and diagrams from own operations
* participate in debates and contribute their own views on their culture and industry online
* use maps or GPS
* use public portals such as Altinn or the Norwegian Tax Administration
* use forms relating to reindeer husbandry
* use various digital arenas for collaboration and communication
* use QR codes and barcodes as needed
* use a smartphone and tablet with different apps relating to tasks