

# Forester – General Forestry

Hancock Forest Management (NZ) Ltd

May 2018

<b>Location</b>	Rotorua
<b>Reporting to</b>	Senior Forester
<b>Number of reports</b>	Nil Involvement with contractor suppliers
<b>Key service recipients</b>	External bodies Forest Management Team Forestry Contractors Finance Team GIS Analyst

## Functional Relationships

Internal	Forest Management Team Harvest Planning/Engineering Harvesting Finance Team RST Forester GIS Analyst
External	FSC Auditors Forestry Contractors Forestry Right Grantors HFM Staff Fire Emergency NZ (FENZ) Forest neighbours

## Overall Objective

As part of the Forestry Operations team, manage establishment, tending and forest protection requirements. Provide guidance and technical expertise to plan, assist, monitor and manage contracted operations. Ensure production meets the agreed plan using the most cost-effective option. Ensure contractors achieve safety, quality, productivity and excellence in environmental management. Ensure best practice within forestry operations to meet all company requirements and legal compliance.

Accountabilities		Routine Tasks
1.	Health & Safety Management	<ul style="list-style-type: none"> <li>• Attain and maintain necessary H&amp;S qualifications relevant to management of operational work</li> <li>• Pro-actively implement, support and assist in championing the company's H&amp;S policies and procedures within the team, the workforce and across the operations.</li> <li>• Assist in reviews of H&amp;S policies and procedures to promote continuous improvement and zero harm to all</li> <li>• Report on monthly basis.</li> </ul>
2.	Environmental Management	<ul style="list-style-type: none"> <li>• Pro-actively implement, support and assist in championing the company's environmental policies and procedures within the team, the workforce and across the operations.</li> <li>• Assist in reviews of environmental policies and procedures to promote continuous improvement</li> <li>• Report on monthly basis.</li> </ul>
3	Plan operations to achieve tending and establishment programme as per budget, regime and owners instruction	<ul style="list-style-type: none"> <li>• Plan operations as per regime.</li> <li>• Create and issue maps and prescriptions.</li> <li>• Monitor production and operational forecast.</li> <li>• Manage data collection process to ensure quality standards are met.</li> <li>• Perform accurate contractor payments.</li> <li>• Update stand records.</li> <li>• Field check stands and operations to ensure appropriate treatments.</li> <li>• Supply appropriate reports.</li> </ul>
4.	Manage forest operations	<ul style="list-style-type: none"> <li>• Manage/supervise forest operations as required, including but not limited to land preparation, planting, releasing, thin to waste.</li> <li>• Maintain or exceed required productivity, quality, health and safety, environmental targets and standards.</li> <li>• Set work rates, carry out rate setting audits and work study checks to maintain cost control and to gain a continuous improvement focus on the operations.</li> <li>• Involvement in R&amp;D and practical assessment to find new or improved ways to achieve work.</li> </ul>
5.	Achieve forest management cost measures against budget	<ul style="list-style-type: none"> <li>• Negotiate rates for all operations.</li> <li>• Perform accurate contractor payments</li> <li>• Assist in production of annual budgets.</li> <li>• Report on monthly basis.</li> </ul>
6.	Protection, security, and forest health	<ul style="list-style-type: none"> <li>• Perform Fire Duty Officer role.</li> <li>• Participate in fire training to attain and maintain relevant fire emergency qualifications.</li> <li>• Assist in fire management as directed.</li> <li>• Assist with security management as directed.</li> <li>• Assist with forest health management as directed.</li> </ul>

7.	Contribute to team performance	<ul style="list-style-type: none"> <li>• Represent company to third parties.</li> <li>• Help ensure retention of Forest Stewardship Council certification of forest estate.</li> </ul>
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## Competencies

Competencies	Details
Educational qualifications & work experience	<ul style="list-style-type: none"> <li>▪ New Zealand Certificate or tertiary qualifications in Forestry, Engineering, Management or other relevant discipline preferred but not essential.</li> <li>▪ 3 or more years of experience in operational forestry and during that time has managed contractors to complete planting and thinning work.</li> <li>▪ High level of technical skills, confidence in using Microsoft software suite and GIS programs.</li> <li>▪ Understands processes and systems and follows business procedures.</li> <li>▪ Highly capable communicator both verbal and oral, proven ability to transfer skills (teach).</li> </ul>
Business & commercial acumen	Ensures forestry operations are carried out in a way that maximises returns to the company. Identifies and exploits opportunities to improve profit.
Contractor Management	Ability to manage professional business relationships with service providers to achieve company goals and objectives.
Results-oriented	Self-motivated
Negotiation skills	Ability to negotiate win/win outcomes in tough situations with service providers. Can win concessions without damaging relationships. Can be direct and forceful as well as diplomatic. Gains trust and respect in negotiations and has a good sense of timing.
Leadership skills	Ability to lead, motivate and perform in an operational team. Is accountable for performance.
Composure	Maintains a positive calm demeanour during times of significant pressure and stress.
Decision making	An on-line operational role that has an urgency and an immediacy requiring clear and decisive decisions. Needs the ability to work under pressure.