



# Harvest Planning & Engineering Manager

**Hancock Forest Management (NZ) Ltd**

**May 2018**

<b>Location</b>	Rotorua
<b>Reporting to</b>	OTPP Operations Manager
<b>Number of reports</b>	Two
<b>Key service recipients</b>	Harvesting Woodflow Forestry Distribution Resource Support Team (RST) External contractors

## Overall Purpose

The role exists to manage all aspects relating to the harvest planning of the estate, ensuring areas are harvest ready through constructing and maintaining infrastructure allowing continuous access for harvesting and distribution operations.

Ensure that all activities will be undertaken within company policies, procedures, and guidelines as well as all relevant district, regional and national laws and regulations.

Ensure construction and engineering activities are appropriately budgeted for; costs, quality and quantities are controlled and measured. The achievement of this objective is critical in an endeavour to maximise the stumpage returns to the forest owner.

<b>Accountabilities</b>		<b>Routine Tasks</b>
1.	Develop and maintain 24 months (or appropriate forward position) harvest planned position for client's estate	<ul style="list-style-type: none"> <li>• Audit of contract harvest planners.</li> <li>• Liaise with Woodflow team regarding harvest schedule and harvest area status.</li> <li>• Ensure planning standards are continuously meeting changes in industry operational practices and improvements.</li> </ul>
2.	Develop and maintain infrastructure for harvesting at 12 months harvest ready (or as appropriate)	<ul style="list-style-type: none"> <li>• Liaise with Woodflow team regarding harvest schedule and harvest area status.</li> <li>• Manage Forest engineers and</li> </ul>

		<p>contractors to ensure timing, quality and cost of construction and maintenance meets monthly and annual budget parameters and relevant safety and environmental standards</p> <ul style="list-style-type: none"> <li>• Manage sealed road maintenance program in conjunction with consultants.</li> </ul>
3.	Manage client quarries to meet consent requirements and maintain adequate aggregate stock levels	<ul style="list-style-type: none"> <li>• Forecast aggregate requirements and maintain adequate stock levels in appropriate quarries to meet construction and maintenance requirements.</li> <li>• Manage quarrying costs and contractors.</li> </ul>
4.	Manage road line salvage crews	<ul style="list-style-type: none"> <li>• Manage road line salvage crews with regard to health, safety, environment, production and cost requirements.</li> <li>• Undertake HSE auditing of crews</li> <li>• Set unit rates - \$/t</li> <li>• Manage performance and give feedback to suppliers</li> </ul>
5.	Assist in the management of staff, staff development, and performance.	<ul style="list-style-type: none"> <li>• Undertake performance reviews</li> <li>• Lead and direct staff</li> <li>• Identify training and development requirements for staff</li> </ul>
6.	Undertake high level tactical planning of estate (5 year rolling view) to identify major infrastructure requirements, system changes and potential risks, constraints and abnormal cost changes	<ul style="list-style-type: none"> <li>• Work with RST to get 5 year wood flows. Identify bridge, access, quarry and other limitations or constraints at a high level</li> <li>• Maintain harvest schedule with a rolling 5 year view with high level cost forecasts</li> </ul>
7.	Assist Land Manager on access, easement and property related matters	<ul style="list-style-type: none"> <li>• Identify appropriate access requirements for the client estate and support Land Manager on access related matters</li> </ul>
8.	Manage all costs associated with planning, engineering and road line salvage activities	<ul style="list-style-type: none"> <li>• Manage harvest planning, forest engineers and contractors expenditure to ensure within monthly and annual budget parameters</li> <li>• Report on any variances</li> </ul>

## Competencies

Core Competencies	Details
Business Acumen	Understands and applies general business management principles and practices. Is ethical in all dealings with both internal and external customers.
Leadership / Teamwork	Works co-operatively with others to achieve organisational goals and strategies. Has the ability to give direction and guidance to staff and contractors
Customer Commitment	Discovers, understands and takes personal responsibility to meet external and internal customer needs and considers the impact of all activities to the customer.
Communication	The ability to communicate (verbal and written) and interact effectively with others in a wide range of situations. Attains positive outcomes through using influencing skills.
Openness to Change	Adapts and works effectively in a changing environment. Demonstrates the ability to effect change
Analysis and Decision Making	Secures a variety of supported information and identifies key issues and relationships. Develops and submits an action plan or recommends a course of action without significant deliberation.
Continuous Performance Improvement	Finds creative and new solutions and manages the change process, helps the organisation move towards an enhanced competitive position.
Results Focus	Demonstrates motivation and perseverance to achieve outcomes.
Developing Relationships	Builds effective relationships to achieve business goals and mutually beneficial outcomes. Builds trust.
Planning/ Organisational Skills (Multi-tasking)	Plans actions to accomplish goals systematically, including establishing timeframes, allocates resources, and establishing milestones and measures then follows up on details.
Learning and Development	Demonstrates commitment to ongoing learning and growth in both personal and professional capacities.
Problem Solving	Generates solutions to problems by systematically breaking them down into component parts.