



Harvest Operations Team Leader

REPORTS TO	Production Manager
NO. OF DIRECT REPORTS	4-8
KEY RELATIONSHIPS	
<ul style="list-style-type: none">• INTERNALLY	<ul style="list-style-type: none">• Supply Chain Manager• Forest Engineering Manager• Sales Manager• KPP• Forest Risk Team• Tree Crop Team• Commercial Team
<ul style="list-style-type: none">• EXTERNALLY	<ul style="list-style-type: none">• Suppliers (Distribution and Harvesting)

Job Purpose is:

- To manage the Harvest Operations team to ensure harvesting is undertaken to plan whilst achieving maximum stumpage and legally compliant operations.
- To work effectively with the Roding and Supply Chain teams to best plan and manage harvest operations and to minimise disruption to harvest operations due to unplanned events.
- To promote a strong Health and Safety Culture and Environmental awareness amongst staff and contractors that results in high standards of performance.

Key Accountabilities

1. Staff Management

- Manage and motivate Harvest Operations staff to achieve their KPI's.
- Identify and manage training needs of staff to build capability within the team and to ensure their competence in carrying out their duties.
- Provide for critical incident management (CIMS) including firefighting capability.

2. Financial Management

- Maintain communications between Harvest Ops and Commercial teams.
- In liaison with Commercial analyse H&M results and report as required by the company.
- Provide information to Supply Chain Scheduler for quarterly forecasts.

3. Operations

- Ensure that all harvest areas have consent for felling and are signed off by the Technical Team.
- Plan harvest operations to maximise average forest estate stumpage values.
- Ensure all suppliers have a contract or service agreement and manage these to maximise stumpage and forest value. Carry out periodical market testing of all contracts.
- Liaise with Tree Crop to ensure harvest area handbacks are completed satisfactorily.

4. Information

- Collect adequate data to manage performance of operations.
- Ensure resource information is kept up to date as operations take place and identify inaccuracies in the resource information and report these to Technical Team.
- Ensure all relevant commercial information provided to Commercial Team is timely, complete and accurate.
- Ensure all reporting timetables are met. No slippage to negatively impact other roles within Timberlands.

5. Health and Safety, Protection and Environment

- Ensure all operations are environmentally compliant and do not jeopardise FSC or any other certification system that the company might have in place.
- Ensure all operations are compliant with company best practice and Contractor's follow their H&S Self-Management Plan.
- Within harvest operations, ensure adequate measures are taken to protect the forest against fire and provide support to Risk Manager as required for fire suppression.
- Contribute to TL's goals for HS&E performance and liaise with Risk Manager to maintain and improve these where appropriate.

6. General

- Contribute to the general management of the business in any way to improve the company's performance.
- Follow delegated authority levels. Ensure all staff follow delegated authority levels.
- Maintain awareness of new developments and their impact on infrastructure, eg new harvest systems, increased truck volumes, etc

7. Additional Duties

- Undertake additional operational management duties that may be required under this role.

Key Competencies

- Sound management skills.
- Understanding of the planning process.
- Harvest planning and management.
- Able to prepare execute operational plans.
- Analytical skills.
- Experience in contract management.

- Excellent builder of relationships.
- Strong people management skills.