

Tasman Pine Forests Ltd Harvest Planner



POSITION TITLE:	HARVEST PLANNER
LOCATION:	Nelson Region
REPORTS TO:	Forest Production Manager
DIRECT REPORTS:	No Reports
OVERALL RESPONSIBILITY:	Responsible for the harvest planning function of the business. Assist the Harvesting Infrastructure Supervisor with infrastructure supervision as required.

	KEY ACCOUNTABILITIES
ASSIST	Assist Forest Production Manager, Harvesting & Infrastructure Supervisor, Woodflow/Domestic Sales Coordinator , HSE Controller as required
HARVEST PLANNING	<p>Develop operational harvest plans and resource consent plans in conjunction with the operations team.</p> <p>Report forward position status, changes to the work program and harvest schedule as per the reporting schedule.</p> <p>Identify areas to increase harvesting productivity and or reduce harvesting costs and make recommendations to the business.</p> <p>Assist the Forest Production Manager with the setting of production targets and rates for harvest operations.</p> <p>Reporting information to be delivered as per the reporting schedule.</p>
INFRASTRUCTURE	Provide assistance to the Harvesting & Infrastructure Supervisor as required including providing input into the development of forest infrastructure;
CONTRACTOR RELATIONSHIP	<p>Supervision of the harvesting and infrastructure contractors as required, ensuring contractual standards and performance are met.</p> <p>Assist with monitoring the performance of the harvesting and infrastructure contractors and inform each of the results of the monitoring. Provide weekly updates to the business.</p>

<p>OPERATIONAL FINANCIAL CONTROL</p>	<p>Assist the Forest Production Manager and Harvesting Infrastructure Supervisor in the preparation of the annual harvesting budgets and quarterly/monthly forecasts along with monthly performance monitoring and commentary.</p> <p>Identify appropriate opportunities to increase revenue or reduce costs and make recommendations to the business.</p>
<p>STAKEHOLDER LIAISON</p>	<p>Liaise and build relationships with key community stakeholders including neighbours, iwi and forest users to foster long term relationships.</p> <p>Participation in stakeholder meetings, public engagements for education, consultation and to maintain positive relationships. Pro-actively identifies opportunities to collaborate.</p> <p>If required, gains an understanding of local iwi and protocol for when and how to engage them.</p>
<p>HEALTH & SAFETY RISK MANAGEMENT</p>	<p>Ensure that all operations are carried out in adherence to:</p> <ol style="list-style-type: none"> 1. Health and safety legislation 2. Health and safety regulations 3. Industry best practice health and safety standards and guidelines 4. Company health and safety management systems. <p>Ensure that safety and protection is at the forefront of workers' minds during harvesting and infrastructure operations.</p> <p>Demonstrate visible safety leadership and build a safety culture across all workers including employees, contractors and the public. Initiate and support activities that build a strong safety culture. Get personally involved in challenging unsafe behaviours and practices at all levels. Proactively address safety issues.</p> <p>Undertake risk assessments, auditing, develop workplace procedures and track health and safety performance.</p> <p>Keep abreast with health and safety legislation including the regulations, forestry code of practices and leading safety practices.</p> <p>Assist the HSE Co-ordinator with health and safety risk management as required.</p>
<p>ENVIRONMENTAL RISK MANAGEMENT</p>	<p>Ensure that all operations are carried out in adherence to:</p> <ol style="list-style-type: none"> 1. Environmental legislation 2. Environmental regulations 3. Industry best practice environmental standards and guidelines 4. Company environmental management systems. <p>Ensure that environmental protection is at the forefront of workers' minds during harvesting and infrastructure operations.</p> <p>Undertake risk assessments including auditing, develop workplace procedures and track environmental performance.</p>

	<p>Keep abreast of leading environmental practices, legislation, planning and resource consents.</p> <p>Assist the HSE Co-ordinator with environmental risk management as required.</p>
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KNOWLEDGE, SKILLS

Education/Experience:	<p>Tertiary qualified with a Bachelor of Forestry or similar degree and 5 years practical field experience in harvesting or forestry operations.</p>
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