



**IFS Growth**  
LIVING, BREATHING INVESTMENTS

## **POSITION DESCRIPTION**

**Position Title:** Harvest Supervisor  
**Date:** February 2018  
**Business Unit:** IFS Growth  
**Division:**  
**Location:** Tauranga – Central North Island Region

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### **Function and Scope**

Responsible for the management and supervision of harvest crews, harvest planning, road construction and maintenance programmes across all forests under IFS Growth management.

<b>Duties and Responsibilities</b>	<b>Performance Requirements</b>
1. Management and supervision of harvesting and harvest planning programmes.	<ul style="list-style-type: none"><li>• Supervisors harvest crews to ensure they are fully compliant with EH&amp;S requirements.</li><li>• Works with crews to ensure production is at target potential issues are ironed out.</li><li>• The harvest planning is completed and the plan produced in a timely manner and communicated to stakeholders.</li><li>• Appropriate stakeholders (contractors, staff and clients) are consulted in preparing the harvest plan.</li><li>• Trouble-shooting issues as they arise, solutions for business are identified and put in place.</li><li>• Harvesting operations are planned over a five-year horizon.</li><li>• Preparation of timber harvest plans across the forests under IFS Growth management.</li></ul>

<p>2. Management and supervision of road construction and maintenance programmes.</p>	<ul style="list-style-type: none"> <li>• Road construction and maintenance planning is completed in a timely manner.</li> <li>• Appropriate stakeholders are consulted in the process.</li> <li>• Roading and civil requirements are overseen in conjunction with Roading Engineers.</li> <li>• Roading operations are planned over a five-year period.</li> </ul>
<p>3. Health, Safety and Environment</p>	<ul style="list-style-type: none"> <li>• Fulfils their legislative obligations by complying with the company's health, safety and environmental policies and procedures.</li> <li>• Ensures all Contractors to the company are compliant and fulfilling their health, safety and environmental obligations.</li> <li>• Takes reasonable care to look after their own health and safety, fitness for work, and the health and safety of others, including members.</li> <li>• Ensures that no action or inaction on their part results in injury or illness to either themselves or to others.</li> <li>• Identifies and notifies all hazards.</li> <li>• Reports all accidents, incidents, near misses and hazards to their Manager immediately.</li> <li>• Attends and actively participates in health and safety discussions and training.</li> <li>• Effectively uses personal protective equipment and clothing supplied for all work that requires it.</li> </ul>
<p>4. Completion of other tasks, duties and one-off projects as directed by the CEO.</p>	<ul style="list-style-type: none"> <li>• Delegated tasks, duties or one-off projects completed in a timely manner and to a high standard.</li> <li>• Undertake all responsibilities in accordance with the company's Standard of Ethics and Code of Conduct.</li> </ul>

### **Skills**

- Strong analytical ability
- Proficient in the use of spreadsheets
- Excellent organisational skills with strong time management
- Project management expertise
- A team player, with ability to work with colleagues across geographies and meet deadlines.
- Strong written and oral communication skills
- Works well under pressure.

### **Supervision Received**

Supervisor: Regional Manager

Supervision Received: General supervision with wide latitude to demonstrate initiative and judgement.

### **Supervision Exercised**

Positions Directly Supervised: Nil

Positions Indirectly Supervised: Nil

### **Responsibility and Authority**

Employee Relations: Ability to communicate and inform.

Equipment: Personal computer equipment and cellular telephone.

Money: Nil

### **Business Contacts**

Internal: Daily contact with Regional Manager and other Supervisors. Routine contact with CEO

External: Daily contact with Contractors. Routine contact with Clients and Customers.

**Minimum Requirements**

Training: Bachelor of Forestry (Science or Engineering) or equivalent on the job experience in forestry industry.

Experience: 5 years' professional experience in forestry

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**IFS Growth Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**