



Operations Manager

Hancock Forest Management (NZ) Ltd

May 2018

Location

Rotorua

Reporting to

Number of reports

5 direct plus 3 indirect

Key service recipients

Health and Safety Manager & Coordinators
Environmental Manager and Foresters
Land Manager
Other HFM NZ Area Managers
HFM NZ General Manager
HNGA Managing Director
HFM NZ Operations Manager
Contractors
External stakeholders, communities & iwi

Role Purpose

The role is responsible for management oversight of one of HFM NZ's clients. The productive area of this estate is approximately 33,000 hectares and has an annual harvest in 2018 of approximately 1.2 million tonnes.

This role has a primary responsibility of ensuring client returns meet or exceed regional benchmarks for the timberland investment management organizations ("TIMOs"), while ensuring the area runs safely, profitably and exhibits outstanding corporate and environmental stewardship in the local communities.

Accountabilities		Routine Tasks
1.	Provide area oversight in all aspects of forest management	<ul style="list-style-type: none"> • Health and safety • Stewardship and environmental • Inventory and resource planning • Establishment and tending • Road planning, construction and maintenance • Harvesting • Forest security and asset protection

2.	Management of the estate's physical and financial programmes	<ul style="list-style-type: none"> • Weekly and monthly operational reporting • Lead efforts in developing and reconciling operating budgets • Quarterly reporting to Board of Directors • Work closely with contractors in a collaborative manner to complete programmes
3.	Management of supply chain performance and customer service obligations	<ul style="list-style-type: none"> • Weekly monitoring of production and sales deliveries and implementation of corrective actions as required • Lead efforts in coordination and management of any applicable wood supply agreement obligations, and log supply chain functions • Ensure full compliance with HFM NZ value recovery manual
4.	Leadership and management of environmental performance	<ul style="list-style-type: none"> • Ensure compliance with FSC and PEFC standards • Full compliance with resource consents and regulators compliance inspections • Full compliance with HFM NZ EMS Manual
5.	Leadership and management of health and safety.	<ul style="list-style-type: none"> • Meet or exceed H&S KPIs as outlined in annual H&S plan • Ensure client has full compliance with HFM NZ H&S Systems manual
6.	Staff training, development & continuity planning.	<ul style="list-style-type: none"> • Develop skill within the team to provide cross functional cover • Undertake six monthly performance reviews with staff • Mentor and coach staff
7.	Stakeholder relationships	<ul style="list-style-type: none"> • Foster and enhance the reputation of client and HFM NZ through effective stakeholder engagement. • Work closely with the Land Manager
8.	Provide timely and accurate information in response to requests for property, health and safety, environmental, operational, sales and financial performance.	<ul style="list-style-type: none"> • As requested

Competencies

Core Competencies	Details
Developing Relationships	Builds effective relationships to achieve business goals and mutually beneficial outcomes. Builds trust
Communication	Communicates (verbal and written) and interacts effectively with others in a wide range of situations. Attains positive outcomes through influencing skills.
Teamwork	Works co-operatively with others to achieve organisational goals and strategies.
Business Acumen	Understands and applies general business management principles and practices.
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.
Openness to Change	Adapts and works effectively in a changing environment.
Analysis and Decision Making	Secures a variety of written information and identifies key issues and relationships. Takes or recommends a course of action.
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 with plans to achieve outcomes.
Planning/ Organisational Skills (Multi- tasking)	Plans actions to accomplish goals systematically, including establishing timeframes, allocates resources, and 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.

Qualifications

Qualification/Skill/ Experience	Details
Educational qualifications	Relevant tertiary qualification (preferably but not necessarily in Forestry, Resource Management, Engineering, Science or Environmental Planning)
Work experience	At least 10 years' management experience with exposure in the following areas <ul style="list-style-type: none">• Forestry management (silviculture, harvest planning, harvesting and distribution)• Contractor management• Resource management• Tikanga Maori and stakeholder engagement• HSE management