



*A Division of Hancock Timber Resource Group,
A Manulife Asset Management Company*

Woodflow Scheduler

Hancock Forest Management (NZ) Ltd

June 2018

Location

Rotorua

Number of reports

Nil

Key service recipients

Harvesting
Engineering and Planning
Distribution
Sales & Marketing
Resources Support Team (RST)
Forest Management
Customers
Logistics Providers
Harvesting Contractors
Distribution Contractors
Log Quality Contractors
Forestry Equipment Manufacturers

Functional Relationships

Internal	Harvesting Engineering and Planning Distribution Sales & Marketing Resources Support Team (RST) Forest Management
External	Customers Logistics Providers Harvesting Contractors Distribution Contractors Log Quality Contractors Forestry Equipment Manufacturers

Role Purpose

Maximise sustainable stumpage through optimal supply chain planning, scheduling and co-ordination.

Accountabilities		Routine Tasks (Optional)
1.	Co-ordinate the Sales and Operational Planning (SOP) process, providing details on capacity and capabilities, both in terms of required inputs and ensuring future requirements are appropriately anticipated and fully met.	<ul style="list-style-type: none"> • Provide quarterly resource information to Sales/Marketing based on optimal value recovery. • Liaise with Sales/Marketing, Harvesting, Engineering & Planning and RST personnel to ensure sales best match with resource.
2.	Develop a production schedule that ensures SOP is met	<ul style="list-style-type: none"> • Schedule cut plans amongst production crews to maximise overall return to forest owners. • Provide logistics support to assist in placement of crews to meet SOP requirements. • Monitor and report harvesting crew production and/or uplift vs plan. • Identify opportunities to improve value recovery on an individual harvest area basis.
3.	Forecast and Plan according to supply chain constraints	<ul style="list-style-type: none"> • Identify constraints within the supply chain. • Report on issues that could affect supply chain performance. • Ensure efficient stock rotation through monitoring stocks at production crews and yard facilities. • Monitor appropriateness of cut-plan at 'cut to length' crews.
4.	Co-ordinate timely customer deliveries at least supply chain cost.	<ul style="list-style-type: none"> • Provide Weekly Distribution Plan to Harvesting & Distribution co-ordinators and appropriate Contractors • Measure and report on Actual Delivery vs Planned Delivery.

Competencies

Competencies	Details
Educational qualifications & Work experience	New Zealand Certificate or Tertiary qualifications in Forestry, Supply-chain, Management or other relevant discipline Preferred but not essential. Extensive experience in operational woodflow in Forestry.
Business & commercial acumen	Ensure woodflow operations are carried out in a way that maximises returns to the company. Identifies and exploits opportunities to improve profit.
Contractor Management	Ability to manage professional business relationships with service providers to achieve company goals and objectives
Results-oriented	Self-motivated
Negotiation skills	Ability to negotiate win win outcomes in tough situations with service providers and internal parties. Can win concessions without damaging relationships, can be direct and forceful as well as diplomatic, gains trust and respect in negotiations, and has a good sense of timing.
Leadership skills	Ability to lead, motivate and hold an operational team accountable for performance
Composure	Maintains a positive calm demeanour during times of significant pressure and stress.
Decision making	An on-line operational role that has an urgency and an immediacy requiring clear and decisive decisions, ability to work under pressure