



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

Forest Industry Trainer/Assessor Contract Role Central North Island

Hancock Forest Management NZ Ltd (HFM NZ) was established in 2004 to manage forests on behalf of Hancock Natural Resource Group's clients. We currently manage approximately 198,000 hectares of plantation forests on behalf of two clients. Forests are located in Northland, Auckland, Waikato, Bay of Plenty and Horizons Manawatu Regions. HFM NZ is strongly committed to providing a safe working environment for all employees and contractors and to being good stewards of the environment.

In 2014 HFM NZ embarked on certification for all manual tree fallers. Over 80% of designated manual tree fallers in harvesting operations are now certified. Based on the success of this programme, the Company embarked on breaker-out certification in hauler operations in March 2016.

Critical to the continued success of our certification programme is the quality of the training, assessment and moderation achieved through the contracted services of our Forest Industry Trainer/Assessors.

We now require additional resource to continue delivery of our certification programme and are seeking an additional Trainer/Assessor.

The key purpose of the role is:

- To work closely with our Health & Safety Coordinator and to audit and improve safety management practices of our contractors and employees in the field to ensure best practice harvest operations.
- To carry out auditing and competency assessment of all contractor personnel engaged in tree falling and hauler breaking-out operations.
- To undertake safety training and to support our contractors with their training programmes so as to contribute to improved work standards, increased understanding and compliance to industry regulations, best management practices and HFM NZ rules.
- To ensure HFM NZ is a health and safety industry leader and support our goal of where everyone goes home safe – every day

Ideally the applicant will be a Registered Forest Industries Trainer and Assessor for manual tree falling and breaking out. Work experience would include: hands on experience in harvesting operations, understanding of H&S legislation and an in-depth understanding of industry standards.

Most importantly the successful applicant will have a proven reputation in the industry as a professional in the area of tree felling and breaking out, be an excellent communicator, a coach and a mentor and someone who wants to make a difference.

The role will require frequent travel throughout the Central North Island.

For a copy of the role outline visit our website www.hfm.nz or contact Marcel van Westbrook, Health & Safety Coordinator on 027 249 9097. Please send applications including cover letter and CV to Jo Burrell, Human Resources Manager, hfmnzcareers@hnrng.com by 18 June 2018.



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Forest Industry Trainer/Assessor (Contract Role)

Hancock Forest Management (NZ) Ltd **May 2018**

Location	Central North Island
Reporting to	Health & Safety Coordinator
Number of reports	Nil
Approximate budget control (\$)	N/A
Key service recipients	HFMNZ Area Managers HFMNZ Harvesting Foresters HFMNZ H&S Coordinator Contractors Contractor employees Industry H&S colleagues WorkSafe Inspectors

Role Purpose

To audit and improve safety management practices of our employees and contractors in the field to ensure best practice harvest operations.

To carry out auditing and competency assessment of all contractor personnel engaged in tree falling and hauler/ground base breaking-out operations.

To undertake safety training and to support our contractors with their training programmes so as to contribute to improved work standards, increased understanding and compliance to industry regulations, best management practices and HFMNZ rules.

To ensure HFMNZ is a health and safety industry leader and support our goal to be a zero harm workplace.

Key Accountabilities		Routine Tasks
1.	Undertake annual auditing and competency assessments of fallers and breaker outs	<ul style="list-style-type: none"> • Complete an annual schedule of audits and competency assessments of breaker outs and fallers as agreed with the Area Manager or his/her delegate. This will include: <ul style="list-style-type: none"> ○ Safe Behaviour Observations

		<ul style="list-style-type: none"> ○ Operational auditing ○ One on one reviews (staff and contractors) ○ Fatigue management/education <ul style="list-style-type: none"> ● Undertake assessments and manage process for 'certification' of manual tree fallers and breaker outs. ● Maintain a regional training register of all manual tree fallers and breaker outs to monitor training needs
2.	Implement and manage delivery of identified training needs as a result of safety audits.	<ul style="list-style-type: none"> ● Support and assist contractors developing their own training capability. ● Identify areas where crew training is not to standard and provide feedback and mentoring to contractors trainers so as to address this. ● Coordinate with and mentor contractor's trainers so as to develop consistent training standards across the region. ● Work with mechanised felling crews to provide support to build systems to effectively manage the felling of trees that cannot be mechanically felled. ● Work proactively to reinforce positive culture change in line with DuPont, Team One and other initiatives. ● Work with crews to provide education/interpretation and compliance with ACOP rules.
3.	Support HFM NZ health and safety initiatives to achieve the company goal of zero harm.	<ul style="list-style-type: none"> ● Promote understanding of HFMNZ company H&S requirements. ● Actively encourage incident and near miss reporting. ● Actively support the implementation HFM NZ safety strategies and initiatives as required. ● Assist with accident/incident investigations as required and provide expert advice on tree falling and breaking out.

Competencies

Core Competencies	Details
Teamwork	Works co-operatively with others to achieve organisational goals and strategies.
Customer Commitment	Discovers, understands and takes personal responsibility to meet external and internal customers' needs and considers the impact of all activities to the customer.
Communication	Communicates (verbal and written) and interacts effectively with others in a wide range of situations. Attains positive outcomes through influencing skills.
Openness to Change	Adapts and works effectively in a changing environment.
Coaching	Effective in coaching individuals and groups to increase knowledge and practical skills
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.
Developing Relationships	Builds effective relationships to achieve business goals and mutually beneficial outcomes. Builds trust
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	Registered Forest Industries Trainer and Assessor for manual tree falling and breaking out operations.
Work experience	Hands on experience in harvesting operations Understanding of H&S legislation Understanding of Industry standards
Computer literacy	Competent to at least a basic level in Microsoft Excel and Word and able to communicate effectively using email applications.