



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

Harvest Planning & Engineering Manager Rotorua

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 and to being good stewards of the environment. We employ approximately 90 staff based in four locations – Tauranga, Tokoroa, Rotorua and Whangarei. Our employees are our most valuable asset and are the key to our reputation and success.

We have recently secured a new client and will begin managing their 33,000 hectares of forest estate from 1 October 2018. As such we are searching for an experienced manager to oversee our Harvest Planning and Engineering Team that will be dedicated to this estate.

The primary function of the role is to manage all aspects of harvest planning and associated engineering of the estate; ensuring that areas are planned for and harvest ready. This includes construction and maintenance of infrastructure, allowing continuous access for harvesting and distribution operations.

Key focus areas include

- Ensuring all activities are undertaken within company policies, procedures and guidelines as well as all relevant district, regional and national laws and regulations.
- Ensuring all activities are appropriately budgeted for; costs, quality and quantities are controlled and measured.
- Management and mentoring of a small team of Harvest Planning and Engineering Foresters.

A tertiary qualification in Forestry or a related field such as Engineering is preferred along with extensive practical experience in harvest planning, road construction and maintenance. We require a strong focus and commitment to health, safety and environmental standards. Applicants should have solid interpersonal and communication skills along with positive people and contractor management experience. Computer literacy including GIS applications will be highly valued.

For a copy of the role outline please visit our website www.hfm.nz. Please send applications in the form of a cover letter and CV to our Human Resources Team at hfmnzcareers@hnrng.com by Monday 25 June 2018.

Harvest Planning & Engineering Manager

Hancock Forest Management (NZ) Ltd

May 2018

Location	Rotorua
Reporting to	OTPP Operations Manager
Number of reports	Two
Key service recipients	Harvesting Woodflow Forestry Distribution Resource Support Team (RST) External contractors

Overall Purpose

The role exists to manage all aspects relating to the harvest planning of the estate, ensuring areas are harvest ready through constructing and maintaining infrastructure allowing continuous access for harvesting and distribution operations.

Ensure that all activities will be undertaken within company policies, procedures, and guidelines as well as all relevant district, regional and national laws and regulations.

Ensure construction and engineering activities are appropriately budgeted for; costs, quality and quantities are controlled and measured. The achievement of this objective is critical in an endeavour to maximise the stumpage returns to the forest owner.

Accountabilities		Routine Tasks
1.	Develop and maintain 24 months (or appropriate forward position) harvest planned position for client's estate	<ul style="list-style-type: none"> • Audit of contract harvest planners. • Liaise with Woodflow team regarding harvest schedule and harvest area status. • Ensure planning standards are continuously meeting changes in industry operational practices and improvements.
2.	Develop and maintain infrastructure for harvesting at 12 months harvest ready (or as appropriate)	<ul style="list-style-type: none"> • Liaise with Woodflow team regarding harvest schedule and harvest area status. • Manage Forest engineers and

		<p>contractors to ensure timing, quality and cost of construction and maintenance meets monthly and annual budget parameters and relevant safety and environmental standards</p> <ul style="list-style-type: none"> • Manage sealed road maintenance program in conjunction with consultants.
3.	Manage client quarries to meet consent requirements and maintain adequate aggregate stock levels	<ul style="list-style-type: none"> • Forecast aggregate requirements and maintain adequate stock levels in appropriate quarries to meet construction and maintenance requirements. • Manage quarrying costs and contractors.
4.	Manage road line salvage crews	<ul style="list-style-type: none"> • Manage road line salvage crews with regard to health, safety, environment, production and cost requirements. • Undertake HSE auditing of crews • Set unit rates - \$/t • Manage performance and give feedback to suppliers
5.	Assist in the management of staff, staff development, and performance.	<ul style="list-style-type: none"> • Undertake performance reviews • Lead and direct staff • Identify training and development requirements for staff
6.	Undertake high level tactical planning of estate (5 year rolling view) to identify major infrastructure requirements, system changes and potential risks, constraints and abnormal cost changes	<ul style="list-style-type: none"> • Work with RST to get 5 year wood flows. Identify bridge, access, quarry and other limitations or constraints at a high level • Maintain harvest schedule with a rolling 5 year view with high level cost forecasts
7.	Assist Land Manager on access, easement and property related matters	<ul style="list-style-type: none"> • Identify appropriate access requirements for the client estate and support Land Manager on access related matters
8.	Manage all costs associated with planning, engineering and road line salvage activities	<ul style="list-style-type: none"> • Manage harvest planning, forest engineers and contractors expenditure to ensure within monthly and annual budget parameters • Report on any variances

Competencies

Core Competencies	Details
Business Acumen	Understands and applies general business management principles and practices. Is ethical in all dealings with both

	internal and external customers.
Leadership / Teamwork	Works co-operatively with others to achieve organisational goals and strategies. Has the ability to give direction and guidance to staff and contractors
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.
Communication	The ability to communicate (verbal and written) and interact effectively with others in a wide range of situations. Attains positive outcomes through using influencing skills.
Openness to Change	Adapts and works effectively in a changing environment. Demonstrates the ability to effect change
Analysis and Decision Making	Secures a variety of supported information and identifies key issues and relationships. Develops and submits an action plan or recommends a course of action without significant deliberation.
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 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 establishing milestones and measures then 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.