



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

Operations 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 been appointed as the property manager for a new client. This new client will see an increase to our portfolio of 33,000 hectares of forest estate from 1 October 2018 including harvest volumes currently sitting at approximately 1.2 million tonnes per annum. This business growth requires an experienced senior manager to oversee all operational facets of this estate from establishment and forest protection to harvest planning, engineering and harvesting.

Key focus areas include

- Leadership of health, safety and environmental performance
- Oversight in all aspects of forest management
- Staff management and mentoring
- Management of the estate's financial budgets
- Management of supply chain performance and customer service obligations
- Stakeholder relations

We are looking for a strong leader who builds trust and has exceptional relationship management skills to work collaboratively with our staff, contractors and Board. You will need a proven track record in delivering outstanding health and safety performance and will role model this consistently. A relevant tertiary qualification preferably in Forestry, Resource Management, Engineering, Science or Environmental Planning is required. As is at least 10 years' management experience with exposure to the forestry industry, contractor management and stakeholder engagement.

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.

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 the full client estate. 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

		<ul style="list-style-type: none"> • 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 estate 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