



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

Woodflow Scheduler 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. This exciting new opportunity for our business will require an additional resource in our Woodflow team.

The Woodflow Scheduler is a conduit role responsible for coordinating the sales and operational plan (SOP) and liaising with the sales, harvesting and distribution teams to ensure that customer commitments are met and forest value is maximized. Key accountabilities include

- Co-ordination of the SOP process, providing details on capacity and capabilities, both in terms of required inputs and ensuring future requirements are appropriately anticipated and fully met
- Development of a production schedule that ensures SOP is met
- Forecasting and planning according to supply chain constraints
- Co-ordination of timely customer deliveries at least supply chain cost

Strong relationship management and communication skills, an ability to work under pressure and sound computing skills are required. The successful applicant will ideally hold a tertiary qualification in forestry or a related field, and have proven practical forestry / supply chain experience. We're looking for someone keen to make an impact who enjoys being part of a professional team. Drive, ambition and a passion for new challenges will also be highly valued in candidates who may have less experience and alternative qualifications.

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@hnrg.com by Monday 16 July 2018.



**Hancock
Forest
Management®**

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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

<i>Internal</i>	Harvesting Engineering and Planning Distribution Sales & Marketing Resources Support Team (RST) Forest Management
<i>External</i>	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

<i>Competencies</i>	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