

## **Harvesting & Distribution Manager Whangarei**

Hancock Forest Management NZ Ltd (HFM NZ) was established in 2004 to protect and manage the forest assets owned by the Hancock Natural Resource Group's investment clients. These institutional investors own 235,000 hectares of plantation forests producing an annual harvest volume of almost 6 million m<sup>3</sup>. Providing a safe workplace for its employees and contractors and their staff and managing all operations to ensure excellence in environmental outcomes are HFM NZ's highest priorities.

Our disbursed Northern Region amounts to 40,950 hectares in total, ranging from Woodhill Forest in the south to Te Kao in the north and has a current harvest of 1.2 million m<sup>3</sup> of which 60% is hauler volume.

Based in Whangarei and reporting to the Northern Area Manager, the Harvesting & Distribution Manager oversees all aspects of our harvesting and distribution functions within the region so that maximum stumpage returns are generated.

Key success areas include:

- Maintaining the safety of our people and stewardship of the local environment by ensuring operations are undertaken in compliance with legislative requirements, certification programmes and our own best practise systems
- Engagement of contractors and suppliers and regular evaluation of their performance delivery
- Management of annual and interim budget and forecasting processes
- Staff management, mentoring and development

We're seeking a senior forestry professional with strong business acumen skills and proven relationship and contract management experience, ideally in the field of harvesting and log transport operations. The successful applicant will have demonstrated previous ability in analysis and decision making and a focus on continuous improvement. Above all else, an unwavering commitment to delivering the highest health, safety and environmental standards is a must.

In return HFM NZ will offer a highly competitive remuneration package including base salary and annual target bonus. As well, we provide a suite of benefits including health insurance, trauma, income protection and life insurance, additional KiwiSaver contributions and long service leave. We also offer generous financial support for formal external tuition to ensure our employees can learn and grow while working with us.

For a copy of the role outline visit our website [www.hfm.nz](http://www.hfm.nz). Please send applications in the form of a cover letter and CV to our Human Resources Team at [hfmnzcareers@hnrsg.com](mailto:hfmnzcareers@hnrsg.com) by Thursday 21 March 2019.

# Harvesting & Distribution Manager

Hancock Forest Management (NZ) Ltd

March 2019

<b>Location</b>	Whangarei
<b>Reporting to</b>	Northern Area Manager
<b>Number of reports</b>	Three
<b>Key Internal Relationships</b>	Planning & Engineering Team Woodflow Team Environmental Team Health and Safety Manager Health and Safety Coordinator
<b>Key External Relationships</b>	Principal contractors and their employees

## Company Overview

HFM NZ manages approximately 235,000 hectares of timberland in the CNI, Eastern Bay of Plenty and Northland. The business has approximately 100 employees and engage approximately 70 principal contractors who employ 1200 employees.

The properties managed by HFM NZ are owned by large institutional investors including pension funds, high net worth individuals and foundations/endowments. The business combines leading forest management techniques with outstanding environmental stewardship and health and safety practices to provide maximum value to its clients.

## Role Purpose

The role exists to manage all aspects relating to the harvesting and distribution functions within the region, in compliance with all relevant laws and regulations and to plan and implement the harvesting and distribution of logs in the most cost effective and efficient manner. The achievement of this objective is critical in an endeavour to maximise the stumpage returns to the forest owner.

## Key Accountabilities

Accountabilities		Routine Tasks
1.	Ensure the harvesting & distribution functions are managed in compliance with the Health & Safety at Work Act 2015.	<ul style="list-style-type: none"> <li>• Undertake annual Contractor Systems Audits.</li> <li>• Perform regular operational audits on contractors.</li> <li>• Follow up contractor non-performance with contractors.</li> <li>• Follow up in writing with contractors any breach in Critical Safety Rules. Take disciplinary action when appropriate</li> </ul>
2.	Ensure the harvesting & distribution functions are managed in compliance with the Resource Management Act.	<ul style="list-style-type: none"> <li>• Ensure all medium to high risk Harvest Areas have signed-off Post Operational Environmental audits done.</li> <li>• Ensure all contractors are undertaking "In Process Audits" on medium to high risk Harvest Areas.</li> <li>• Actively follow up contractor non-performance with contractors.</li> <li>• Follow up in writing with contractors any breach in Critical Safety Rules. Take disciplinary action when appropriate.</li> </ul>
3.	Develop, implement and maintain Forest Stewardship Certification (FSC) & Programme for the Endorsement of Forest Certification (PEFC) standards across harvesting operations within HFM managed estate.	<ul style="list-style-type: none"> <li>• Adhere to HFM's Environmental Management System</li> <li>• Ensure relevant Social Impact Assessments are undertaken.</li> </ul>
4.	Operational Management of Harvesting.	<ul style="list-style-type: none"> <li>• Review costs on a monthly, quarterly and annual basis against forecast and budget assumptions.</li> <li>• Evaluate all opportunities to test the market for supply services.</li> <li>• Audit all clear-fell harvesting operations on a regular basis to determine value optimisation competency and identify training needs.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure programme is in place to effectively measure and record log quality variance to specification.</li> <li>• Build relationships with contractors and suppliers through regular formal and informal meetings.</li> <li>• Undertake quarterly contractor performance reviews</li> </ul>
5.	Operational Management of Distribution	<ul style="list-style-type: none"> <li>• Review costs on a monthly, quarterly and annual basis against forecast and budget assumptions.</li> <li>• Undertake quarterly evaluation of rates model to ensure unit rates generated are consistent with what could be expected on the open market.</li> </ul>
6.	Staff development & continuity planning.	<ul style="list-style-type: none"> <li>• Undertake six monthly training needs analysis on all staff.</li> <li>• Develop skill within the team to provide cross functional cover.</li> <li>• Undertake quarterly Performance Reviews with staff.</li> </ul>

## Competencies

Core Competencies	Details
Business Acumen	Understands and applies general business management principles and practices.
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.
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.