



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

# Harvest Planning & Engineering Forester

Hancock Forest Management (NZ) Ltd

November 2018

<b>Location</b>	Rotorua
<b>Reporting to</b>	Harvest Planning and Engineering Manager
<b>Number of reports</b>	Nil
<b>Approximate budget control (\$)</b>	Forecasting role only
<b>Key service recipients</b>	Engineering contractors Local regulatory authorities Local communities and iwi

## Role Purpose

To provide appropriate assistance in the areas of harvest planning, engineering and road line salvage within the HRM NZ's client's estates.

Ensuring all standards encompass the relevant regulations, legislation, and best practice operations in health and safety and environmental standards to maximise value to the forest owner.

Key Accountabilities		Routine Tasks
1.	Harvest Planning	<ul style="list-style-type: none"> <li>Achieve a predetermined forward position for operational harvest plans ensuring plans manage risk, are of high quality, fit-for-purpose, and provide the forest owner best value for money.</li> <li>Achieve all planning targets, assist in the implementation of the long term plan for the estate.</li> <li>Strong interpersonal dialogue between HFM NZ functions and contractors.</li> </ul>
2.	Road Construction	<ul style="list-style-type: none"> <li>Achieve a predetermined forward position at lowest cost/best value.</li> <li>Ensure all roading and infrastructure construction is delivered on time, in specification, fit for purpose first time.</li> </ul>

		<ul style="list-style-type: none"> <li>Ensure all roading and infrastructure construction meets environmental and safety standards.</li> </ul>
4.	Road Maintenance	<ul style="list-style-type: none"> <li>Plan and implement daily and annual programs for roads and structures maintenance and deactivation</li> </ul>
5.	Financial Targets	<ul style="list-style-type: none"> <li>Contribute to the management of financial targets, budgets and forecasts as required.</li> <li>Track planned costs against actual costs and provide variance correspondence.</li> </ul>
6.	Contractors	<ul style="list-style-type: none"> <li>Work with, instruct, and develop reliable contractors.</li> <li>Ensure roading contractor relationships are managed on a professional basis.</li> <li>Undertake auditing to ensure delivery of works to agreed standards.</li> </ul>
7.	Health, Safety, and Environment	<ul style="list-style-type: none"> <li>Undertake auditing of, safety and environmental compliance to ensure outstanding performance.</li> </ul>
8.	Administration	<ul style="list-style-type: none"> <li>Ensure all record keeping is up to date and filed appropriately.</li> </ul>

## Competencies

Core Competencies	Details
Business Acumen	<p>Understands and applies general business management principles and practices.</p> <p>Is ethical in all dealings with both internal and external customers.</p>
Teamwork	<p>Works co-operatively with others to achieve organisational goals and strategies.</p>
Leadership	<p>Provides direction and guidance to all staff and contractors.</p>
Customer Commitment	<p>Discovers, understands and takes personal responsibility to meet external and internal customer needs and considers the impact of all activities to the customer.</p>
Communication	<p>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.</p>
Openness to Change	<p>Adapts and works effectively in a changing environment. Demonstrates the ability to effect change.</p>
Analysis and Decision Making	<p>Secures a variety of supported information and identifies key issues and relationships.</p> <p>Develops and submits an action plan or recommends a course of action without significant deliberation.</p>

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 desirable 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.
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.