



POSITION DESCRIPTION

Job Title: Orchard Manager

Department: Orchard

Location: Northland

Reports to: Regional Orchard Manager

PURPOSE OF POSITION

The Orchard Manager is part of the Orchard Team and responsible for a portfolio of orchards, using industry best practice, to ensure produce yield and quality is optimised and operations are sustainable and cost efficient.

More specifically the Orchard Manager will be responsible for;

- Directing and coordinating orchard activities such as orchard development, irrigation, chemical application and harvesting to ensure company production goals are met
- Ensuring all orchard operational activities are completed within specific timeframes, ensuring adherence to best practices

FUNCTIONAL RELATIONSHIPS

Internal Staff Contractors Regional Managers Client Relationship Managers	External Growers
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RESOURCE MANAGEMENT

Financial Authorities Delegated Authority \$1,000	Staff Authorities Direct reports: 1-4
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KEY RESPONSIBILITIES

FOUNDED ON RELATIONSHIPS • Communicate regularly and productively with growers, CRM's and Regional Managers • Supply comprehensive and up to date budgets to the growers	MEASURES • Requests and communications are replied to in a timely manner • Financial information provided to the growers is accurate and timely
QUALITY OBSESSION • Manage budgets including, evaluating and costing projects. • Manage on-orchard and labour costs including, wage checking. • Produce reports on key data for the portfolio of orchards as required • Complete Capex approvals where required (vehicles, phones) • Manage the sign-off of invoices and e-approvals • Deliver high quality and appearance orchards	MEASURES • Spending remains within budget in the areas of accountability • Standard and quality of workmanship and appearance of orchards is at a high level

INSPIRATIONAL PEOPLE - Organise and supervise orchard resources to ensure specifications are met - Manage the pricing of contractor jobs and oversee contracting operations to make sure a professional standard is maintained - Provide training and guidance to staff, ensuring their understanding of the tasks allocated	MEASURES - Staff/contractors are operating under best practice conditions - Orchard contracting operations is of a high standard and contributes to business profitability
GROWING FUTURES - Support and encourage the development of the Orchard Cadets and Trainee Orchard Managers - Deliver service to ensure value for money, optimisation of resources and reduction of footprint - Comply with the Global G.A.P assurance program	MEASURES - Global G.A.P standards are upheld to guarantee safely and sustainably produced products - Orchard Cadets and Trainee Managers are adequately supported in their growth and development
INDEPENDANTLY INGENIOUS - Determine and authorise alternative procedures to accommodate variables e.g. weather conditions, stage of crop, and new legislative or industry requirements - Ensure continuous improvement through up to date knowledge of new products, practices and techniques which leads to the optimisation of the orchards	MEASURES - Execution of adaptive methods where required - Implementation of new systems or technology that enhances the business - Current policy, process and practice evolves over time with the application of continuous improvement initiatives
SAFETY ALWAYS - Actively comply with all Seeka safety policy, procedure and requirements and manage team to support and ensure compliance - Take personal responsibility for own safety, and safety of others - Report any incidents, hazards or near misses in area of responsibility - Follow up and close any corrective actions as appropriate - Actively contribute to continuous improvement in Safety Always	MEASURES - Contractors and subordinates are free from harm - All incidents, hazards and near misses are reported in line with Seeka requirements - Corrective actions are completed timely

The above Key Responsibilities are provided as a guide only. You are expected in your role to undertake any and all reasonable and lawful instructions and / or delegated tasks given by your manager, or someone in a position authorised to give such instruction.

PERSON SPECIFICATION	
Essential	Desirable
QUALIFICATIONS & EXPERIENCE - Role specific knowledge: 2 + years relevant experience - Industry Knowledge: Experience working within kiwifruit, horticulture or primary industry	- First Aid, - Approved Handler, - Farm Safe - Certified – Global G.A.P

• Recognised industry qualification in Horticulture to advanced level in fruit production (Massey, Lincoln Diploma, HITO) • Licenses: Forklift, Heavy Vehicle	
SKILLS KNOWLEDGE & ATTRIBUTES • Microsoft Office Suite: Intermediate • Data Analysis: Experience extracting useful information and translating it into actionable objectives • Reporting: Experience producing accurate reports to set criteria • Health & Safety: Awareness of H&S legislative requirements, and experience in the implementation of these • Budgeting: Experience managing and working within a set budget • Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues and the public). • Problem solving skills: Identifies the root causes and breaks the problem down into the key issues. Grasps new concepts and can see the problem in relation to the bigger picture. Generates multiple explanations and solutions. • Self-motivated/Self-managed/Self-starter: Has an underlying concern for doing things better. Is self-driven, self-motivated and enthusiastic. • Flexible/Adaptive/Resilient: Able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations. Able to overcome disappointments and learn from the setbacks to bounce back. Able to adjust to unexpected change. • Team player: Able to work effectively with others to achieve an optimal outcome. • Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business	

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment; including but not limited to technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

SIGNED IN AGREEMENT	
By signing this document, I have read, and agree to the requirements of the role as outlined in the position description above.	
_____ Date: Signed in agreement by the employee	_____ Date: Signed on behalf of Seeka Ltd