



POSITION DESCRIPTION

Job Title: Regional Orchard Manager

Department: Orchard

Location: Kerikeri

Reports to: General Manager Orchards

ROLE OBJECTIVE

To develop and lead a team of Orchard Managers in order to optimise production of the orchard portfolio. Driving orchard profitability and the quality of the overall inventory supplied through to post harvest.

KEY RESPONSIBILITY: Orchard Strategy

DUTIES

- Develop production plans for specific orchards/areas and recommend innovation and process improvement
- Make recommendations for future planning and development. Evaluation and design.
- Drive to deliver an excellent management service that drives growth in the business.

KEY MEASURABLES

- Orchard plans are followed according to best practice and are adapted where necessary to ensure optimal results for the orchards
- Retention and procurement of business

KEY RESPONSIBILITY: Financial

DUTIES

- Develop and model orchard production budgets that drive efficiency and are sustainable
- Supplying comprehensive budgets to the Orchard owner, which are regularly updated with key information
- Capex approvals where required (vehicles, phones)
- Signing off invoices and approving 'e-approvals' within the specified budget

- Pricing of contracting jobs and ensuring that Orchard Contracting operations undertaken by Managers are up to the desired professional level of standard and contribute profitably to the Company.

KEY MEASURABLES

- Financial information provided to the orchard owner are accurate and provided in a timely manner
- Spend remains within budget in the positions areas of accountability

KEY RESPONSIBILITY: Orchard Operations

DUTIES

- Ensuring horticultural knowledge is kept up to date, implementing and making suggestions for new practices, techniques and products
- Direct and coordinate the Orchard Managers ensuring orchard activities such as orchard development, irrigation, chemical application and harvesting are completed timely & effectively to ensure company production goals are met
- Recording and reporting of key orchard data – ie; crop estimates/bud counts
- Maintaining company assets to agreed levels
- Completion and filing of project sheets
- Ensure on orchard Globalgap compliance
- Support the Orchard Managers with operational involvement as required in the harvest

KEY MEASURABLES

- Standard and quality of workmanship and appearance of orchards is at a high level
- Shown adaptive methods where required and implementation of new systems or technology that enhances the business
- Crop yield and quality performance
- Business profitability

KEY RESPONSIBILITY: People Management

DUTIES

- Responsible for the recruitment of staff within the specified team
- Lead the team and make key personnel decisions in terms of HR best practice
- Train staff where applicable ensuring staff are aware of grade standards, best practice techniques and products
- Develop and support the orchard cadet program

- Maintaining a safe working environment and practices for all parties
- Responsible for the recruitment, development and mentoring of cadets
- Any other duties as reasonably required

KEY MEASURABLES

- Staff turnover is low, the team is fully operational and training needs are met
- H&S targets are not exceeded

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Microsoft Office Suite: Intermediate
- Data Analysis: Experience extracting useful information and translating it into actionable objectives
- People Management: Experienced in best practice HR, managing people effectively in order to achieve business objectives
- Software/Technology: Previous experience using software and other computer based technology either in Seeka specific programmes or using a similar software platform
- Reporting: Experience producing accurate reports to set criteria
- Role specific knowledge: 7 + years relevant experience
- Industry Knowledge: Experience working within kiwifruit, horticulture or primary industry
- Budgeting: Experience managing and working within a set budget

PERSONAL ATTRIBUTES

- 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).
- Leadership/Influencing others: Can articulate a common vision and provide others with a sense of direction. Able to persuade, convince, influence or impress in order to gain support or to have a specific impact on others.
- 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.
- 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. Able to interpret the feelings, unspoken concerns, desires, strengths and weaknesses of others.
- 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

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 Limited