

POSITION DESCRIPTION

Position	Orchard Manager - Springhill
Reports To	Business Manager – Apples
Direct Reports	Assistant Manager, Forepersons and Orchard Workers, both permanent and fixed term (seasonal)
Location	Springhill Orchard - 940 Wakarara Road, Ongaonga, Central Hawke's Bay
Contract Type	Full-Time, Permanent

Purpose

The Orchard Manager will be responsible for assisting the Business Manager in maximising production by the safe and effective planning and execution of orchard developments. To ensure the assigned blocks are managed to production, cost, and quality targets.

It is expected the Orchard Manager may need to travel to Gisborne and other areas of Hawkes Bay to assist any other orchards in Craigmores portfolio. The Orchard Manager will also be required to travel to the Christchurch Office from time to time.

Key Relationships

Internal	<ul style="list-style-type: none"> ▪ Orchard Administrator ▪ Orchard Managers ▪ Development Manager ▪ P&C Manager – Horticulture ▪ H&S Manager - Horticulture ▪ Finance Team – Christchurch
External	<ul style="list-style-type: none"> ▪ Contractors & Contract Managers ▪ Advisors & Consultants ▪ Suppliers & Customers ▪ Post-Harvest Facilities

Qualifications and Personal Requirements

- A diploma in Horticulture or related field and/or 5-10 years proven experience in the Horticulture sector.
- Proven financial literacy
- Management experience and leadership capability is preferred essential.
- Experience in managing external contractors and the ability to lead and direct the work of others.
- Ability to organise work, prioritising daily requirements appropriately. A wide degree of creativity and latitude is expected.
- Have an adaptive mindset with openness to change.
- Strong communication and problem-solving skills.
- First Aid Certificate

Key Responsibilities	Performance Expectations
Staff Management	<ul style="list-style-type: none"> ▪ Assist the Business Manager - Apples to ensure consistent leadership across the Orchard. ▪ Provide leadership, direction, and coordination, implementing Craigmores people management procedures. ▪ Effectively communicate job expectations ▪ Plan, monitor, appraise, and review job contributions of staff. ▪ Engage and inspire team(s) and develop and manage performance. ▪ Assist with the end-to-end recruitment process. ▪ Train new and existing employees. Liaise with the P&C Manager on training opportunities, apprenticeships, and career pathway opportunities. ▪ In conjunction with the P&C Manager, address performance and behaviour related corrective action plans. ▪ Work collaboratively within a production focused team and participate in employee motivation and reward programmes. ▪ Manage the workloads of direct reports to ensure responsibilities are understood and completed in a timely and efficient manner. ▪ Escalate key issues with staff to the Business Manager - Apples. ▪ Take a lead role in the ongoing development and enhancement of a positive and healthy company culture. ▪ To live the Craigmores Values.
Orchard Management	<ul style="list-style-type: none"> ▪ Deliver to plan, budget and objectives set by the Business Manager – Apples. ▪ Day to day management of orchard activities in area of responsibility ▪ Plan and manage orchard operations to achieve production and market access goals. ▪ Plan and supply materials and resources for timely completion of all tasks ▪ Demonstrate understanding of market access and GAP requirements and ensure orchard operations are being implemented to meet these. ▪ Plan, collaborate and manage a plant protection programme to achieve production and market access goals. ▪ Ensure traceability systems are in place to allow for accurate record keeping. ▪ Plan and manage harvest logistics. ▪ Tree management, architecture, and pruning programmes ▪ Pest, disease and biosecurity risk management, and spraying programmes ▪ Fertigation and irrigation management ▪ Responsible for understanding and executing the legislative requirements of a food safety programme
Budgeting & Forecasting	<ul style="list-style-type: none"> ▪ Assist the budgeting and forecasting processes with the Business Manager - Apples ▪ Allocate, plan, and account for orchard expenditure and work within an operational budget, and quality performance within targets.

	<ul style="list-style-type: none"> Promptly escalate any issues to the Business Manager – Apples.
Asset Management	<ul style="list-style-type: none"> Supporting the Business Manager - Apples to optimise returns from assets while protecting the asset base. Ensure efficient and effective apple orchard design and development in conjunction with the Business Manager - Apples. Ensure proper maintenance and servicing of assets is completed and up to date.
Networking, Profile & Industry Knowledge	<ul style="list-style-type: none"> To build and maintain effective external strategic relationships across the industry. Understand industry trends and their impact on the business. Maintain awareness of markets and regulatory requirements, being responsive to change. Always maintain good public relations. Promote the highest standard of relationships with professionals, service organisations and the wider community.
Additional Duties	<ul style="list-style-type: none"> This position description is designed to give an indication of the type of work and performance expected. It does not provide an exhaustive list of duties or performance standards and the employee agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the business
Contribute to a Healthy & Safe Work Environment	<ul style="list-style-type: none"> Maintain a safe and healthy work environment for employees, contractors, and visitors by establishing, following, and enforcing standards and procedures, complying with legal regulations Assist in leading the development of a non-negotiable safety culture Take care for your team and your own health, wellness, and safety Ensure there are no adverse effects on the health and safety of other people Ensure the prompt reporting of any accidents or injuries in line with company policy Ensure adherence to all relevant operational compliance requirements (GLOBALGAP, resource consent conditions etc)

Key Behaviours	
Continuous Improvement	<ul style="list-style-type: none"> Update job knowledge by participating in educational opportunities and maintaining personal networks Adopt and maintain an effective culture of continued improvement, that balances the operational needs of the business Take ownership of your work and think of alternative or new solutions Participate in embedding new initiatives into the business culture Continually reflect on whether policies and process can be improved Share ideas and resources with other team members wherever appropriate, working collaboratively to meet deadlines
Policies and Processes	<ul style="list-style-type: none"> Understand, adhere to, and enforce policies and procedures, and lead by example

	<ul style="list-style-type: none"> ▪ Challenge current processes and help ensure policies are in line with business objectives, meeting, or exceeding industry best practice
Build & Maintain Relationships	<ul style="list-style-type: none"> ▪ Demonstrate appropriate interpersonal skills; use networks effectively; establish and maintain positive productive work relationships with members and/or suppliers and/or colleagues ▪ Effective at getting things done through formal and informal channels ▪ Maintain a positive working relationship with peers ▪ Nurture relationships that support Craigmores objectives
Manage Time Effectively	<ul style="list-style-type: none"> ▪ Efficiently and effectively use time and resources allocated to complete tasks ▪ Punctual and meets deadlines ▪ Effectively prioritises tasks at hand to meet expectations
Demonstrates Job Knowledge	<ul style="list-style-type: none"> ▪ Full working knowledge of the methods, procedures, and systems applicable to the position ▪ Takes the initiative to ensure that skills are current, understands the function of their role and how that job plays a part in the success of Craigmores ▪ Consistently exhibits the ability to learn and apply new skills ▪ Understands Craigmores business principles and language and uses this understanding to establish clear priorities for actions
Displays Accountability	<ul style="list-style-type: none"> ▪ Accepts responsibility for work and decisions ▪ Initiates and sets clear objectives and measures for self and others ▪ Monitors process, progress, and results; recognises and supports the importance of “ownership” ▪ Fulfils commitments; is dependable and self-reliant ▪ Acknowledges mistakes and gains insights from them ▪ Maintains confidentiality with sensitive information ▪ Understands and demonstrates behaviours that drive compliance
Contribute to a Positive Culture	<ul style="list-style-type: none"> ▪ Understand and actively support the Craigmores values and exhibit behaviours that are consistent with them ▪ Show appropriate respect and understanding to all cultures ▪ Promote positive change initiatives with team members ▪ Collaborate effectively by contributing to the success of Craigmores; treating others with respect, trust, integrity honesty, courtesy, and professionalism; being open to feedback; working effectively with others; acting in line with our values; being truthful and credible; working effectively with everyone for the mutual benefit of Craigmores

CRAIGMORE'S VALUES

Understand Tomorrow, Act Today



Connect and Empower



Deliver with Integrity



ACKNOWLEDGMENT OF PERSON SPECIFICATIONS AND POSITION REQUIREMENTS

Employee Name _____

Signature _____

Date _____