

POSITION DESCRIPTION

Position	Foreperson - Glenpark
Reports To	Orchard Manager - Glenpark
Direct Reports	Nil
Location	Glenpark Orchard - 86 Cooper Road, Patutahi, Gisborne

Purpose

Working closely with the Assistant Orchard Manager, the Foreperson is charged with taking the weekly plans and implementing them to the quality outlined by the Orchard Manager and Assistant Orchard Manager and to make ongoing adjustments to maintain the quality and efficiency of in-field operations. The Foreperson will direct the spraying teams in conjunction with the Assistant Orchard Manager, lead in-field tasks, monitor quality and productivity reporting to the Assistant Orchard Manager and Orchard Manager. This is a safety sensitive role.

Key Relationships

Internal

- Assistant Orchard Manager
- Head QC
- Leading Hands
- Orchard Hands/Spray Operators
- Plant & Property Maintenance Specialist

Qualifications and Personal Requirements

- Legal right to work in NZ as defined by Immigration NZ
- Ideally qualified in the National Certificate in Horticulture Level 4 or pursuing certification
- Clear communication skills
- Ability to work with new technology
- Great problem-solving skills with a strong focus on solutions
- Clean and current NZ driver's licence
- Ability to work flexible hours during peak seasonal demands, e.g., frost fighting, harvest, and thinning
- Good understanding of health and safety with a safety comes first attitude
- Ability to develop instructions from Orchard Manager/Assistant Orchard Manager into fruition, maintain efficiency and order in the tasks
- Ability to run the spraying teams, sound knowledge of agrichemicals and machinery aptitude
- Ability to plan ahead, organising, and reordering consumable horticultural products ahead of time to enable staff to hit the ground running at start time
- Reporting and monitoring costs of labour-based tasks to Assistant Orchard Manager and Orchard Manager
- Good mathematical knowledge
- Solid technical proficiency and willingness to develop into higher roles
- Excellent teamwork and ability to work with people from different cultures and backgrounds

Key Responsibilities	Performance Expectations
Planting, Harvesting Crops, Pruning, and Thinning	<ul style="list-style-type: none"> ▪ Daily and weekly goals met ▪ Picking fruit to required quality standards set by the Orchard Manager ▪ Ensuring tasks have written instructions and quality outcomes are met
Team Management	<ul style="list-style-type: none"> ▪ Organise and motivate teams to execute planned tasks to specified standards ▪ Provide in-field guidance to those acting in a supervising role ▪ Execute quality control checks and correlate quality data to provide quality assurance to management
General Orchard Tasks	<ul style="list-style-type: none"> ▪ Implement management’s tree husbandry plan in accordance with workplace guidelines ▪ Execute and monitor good orchard hygiene practices including Pest and Disease identification, rubbish removal and other non-specific on orchard tasks as requested
General Repair and Maintenance	<ul style="list-style-type: none"> ▪ Correlate and execute the repair and maintenance plan as directed by Orchard Manager and Assistant Orchard Manager. This includes trellis irrigation, roading, building, machinery, and hail net structure
Machinery Repair and Maintenance	<ul style="list-style-type: none"> ▪ Take responsibility for correlating repair and maintenance lists and record any breakdowns or broken equipment that occur, working closely with the Plant & Property Maintenance Specialist ▪ Report to the Orchard Manager daily of any breakdowns ▪ Ensure repair and maintenance needs are brought to the management team in a timely manner
Carry out any other orchard operations as instructed by managers	<ul style="list-style-type: none"> ▪ Tasks completed in a timely manner ▪ High quality of workmanship
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 ▪ 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 Craigmore 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 Craigmore ▪ Consistently exhibits the ability to learn and apply new skills ▪ Understands Craigmore 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 Craigmore values and exhibit behaviours that are consistent with them ▪ Show appropriate respect and understanding to all cultures ▪ Promote positive change initiatives with team members

	<ul style="list-style-type: none"> Collaborate effectively by contributing to the success of Craigmore; 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 Craigmore
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CRAIGMORE'S VALUES

Understand Tomorrow, Act Today

Connect and Empower

Deliver with Integrity



ACKNOWLEDGMENT OF PERSON SPECIFICATIONS AND POSITION REQUIREMENTS

Employee Name _____

Signature _____

Date _____