

JOB DESCRIPTION

Position	Orchard Sector Manager	Reports to	Operations Manager
Reporting Staff:	Orchard Assistant Manager, Foreman, Orchard Hands, Seasonal and contract labour.		

Purpose

The purpose of the Orchard Sector Manager is to manage assigned orchards in a manner that produces quality fruit while keeping costs to a profitable level and pests and disease to a low or nil level. The Orchard Sector Manager is to do this in a way that is consistent with Rockit Management Services (RMS) company policies, industry standards and practices and relevant legislation.

If the orchard is leased, ensure the owner is treated with respect and any queries/requests are acted upon promptly.

Specific Responsibilities	Performance Measures
1. Pruning – manage the orchards pruning programme including the timing of the programme, engagement of staff or contractors.	<ul style="list-style-type: none"> Complete pruning and monitoring the quality of pruning work within deadlines set by the manager/company
2. Mulching – ensure pruning from trees are mulched.	<ul style="list-style-type: none"> Timely completion and meeting deadlines set by the manager/company
3. Mowing – manage mowing of the orchard.	<ul style="list-style-type: none"> Grass mowed to aid with the prevention of frost. Keeping the orchard tidy
4. Spraying – manage the orchards spray programme.	<ul style="list-style-type: none"> Ensure spray cover is maintained Spray is applied efficiently and correctly in compliance with Health and Safety standards
5. Tree Training	<ul style="list-style-type: none"> Ensure trees are trained to maximise future fruit production
6. Thinning – manage the orchards thinning programme.	<ul style="list-style-type: none"> Organise additional staff to complete thinning and meet deadlines Check and monitor that the thinning work is of a high quality standard
7. Frost Control – manage the orchards frost control activities including the monitoring of temperature and other frost conditions.	<ul style="list-style-type: none"> Ensure frost protection equipment is maintained and used appropriately To adjust temperature settings as plant sensitivity increases Train staff on frost protocol
8. Harvest – manage the orchards harvest programme including timing of picking so that it is harvested at optimum maturity.	<ul style="list-style-type: none"> Timely employment of staff and contractors to complete work and meet deadlines Monitoring the quality of the overall harvest – maturity samples taken
9. Irrigation	<ul style="list-style-type: none"> Monitor moisture levels and irrigate as required

	<ul style="list-style-type: none"> To maintain irrigation system to minimise water wastage
10. Compliance	<ul style="list-style-type: none"> Ensure all orchards and staff are following the NZ Gap and Sedex guidelines and protocols
11. General Management – other orchard management duties such as control of accounts and financial reports.	<ul style="list-style-type: none"> Timely and accurate preparation/authorising of accounts as required Work within budget Prepare and complete budget and quarterly reports
12. Staff Management	<ul style="list-style-type: none"> Managing in a pro-active and positive manner Utilising and maximising staff at all times Communicate regularly with staff – Meetings and reviews Ensure all RSE regulations and requirements are adhered to
13. Staff recruitment – Identify staffing needs sufficiently in advance	<ul style="list-style-type: none"> Suitable staff are recruited and hired Recruit and select staff in a way that meets company policy and all relevant legislation Consult with People & Culture if assistance is required.
14. Health and Safety - Ensure all staff are aware of significant health and safety hazards in their work environment and how they can reduce the risk of those hazards.	<ul style="list-style-type: none"> Train staff in and ensure compliance with company Health and Safety Policies To communicate with staff any improvements which can help operation and safety Report and investigate any incidents or Accidents on the register and take appropriate action to manage hazards.
15. Staff related Administration – Ensure that administration is completed in a timely manner, this includes timesheets and contracts of employment	<ul style="list-style-type: none"> Timesheets and contracts are submitted to the office before the agreed deadline
16. Learning & Development - Communicate and train staff on orchard practices and to use plant and machinery safety.	<ul style="list-style-type: none"> Compliance with company Health and Safety policy and procedures Bio gro protocols and procedures Tesco protocols and procedures Machinery operation.

Team Values

Proactively demonstrate RGL's values in all work and internal and external interactions.

Action Over Words

At Rockit we've never been about the talk; it's always been about the doing. Doing things that nobody thought was possible.

Unstoppable Passion

We use a simple formula; passion in the work, unbridled ingenuity and backing ourselves. We believe the world would be a better place if everyone rocked it with us.

Doing Things Differently

Doing things differently has always been part of our DNA, and it's what saw us take a punt on the world's smallest apple and turn it into a big New Zealand success story.

He Toa Takitini

Ehara taka toa, te toa takitahi, he toa takatini kē

Uniting all cultures, as we strive to make a difference within our communities and in all aspects of our environment, while being true to ourselves

Person Specification:

- Have sound orchard management experience
- Have the knowledge to ensure that the operation of the orchard is carried out under governing body guidelines, such as OSH, Global Gap.
- Have a good understanding of NZ Gap standards and principles. Ensure every operation/input meets NZ Gap standards. This is absolutely fundamental to the job.
- Relevant horticulture qualifications or working towards them.
- Budget management experience and understanding of the commercial aspects of the business
- Have a high level of understanding relating to basic management principles including:
 - Employment relations;
 - Organisation principles;
- Have a strong commitment to safe working practices.
- Have decision making abilities to evaluate all options.
- Have the ability to manage by objectives; organisation skills.
- Have proven labour management skills.
- Have a sound knowledge of plant and machinery needs, repairs and maintenance, safety requirements and all day to day maintenance required for that particular plant or machinery.
- Computer skills relevant to providing the necessary paperwork required to Head Office.
- Commitment to quality and sustainable practices.

SIGNED by the Employee: _____

Date: _____