

## POSITION DESCRIPTION

<b>Position</b>	Leading Hand - Glenpark
<b>Reports To</b>	Orchard Manager - Glenpark
<b>Direct Reports</b>	Nil
<b>Location</b>	Glenpark Orchard, 86 Cooper Road, Patutahi, Gisborne

### Purpose

This role will be charged with supervision and training duties. A Leading Hand will be competent in all aspects of in-field operations including pest and disease, staff supervision, record keeping, harvest, machinery tasks, and will cover in house training, induction of teams, running of teams and general orchard practice leadership. This role will require general knowledge of all growing aspects of apple production and quality control. This is a safety sensitive role.

### Key Relationships

#### Internal

- Assistant Orchard Manager
- Head QC
- Foreperson
- Orchard Hands

### 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
- Acute and timely problem-solving ability
- Good time management and able to work to daily deadlines while under pressure
- Excellent communication skills with ability to establish collaborative working relationships at all levels
- Training staff in seasonal tasks and developing and maintaining team and company culture
- A keen eye for detail
- Confident with their own ability to broadcast their knowledge and efficiency to the wider group of staff
- Mechanical aptitude and operational ability
- Tree husbandry and horticultural knowledge
- Safety comes first attitude, with timely reporting skills to identify hazards and risk in the field and beyond
- Confident to induct large groups of staff effectively
- Ability to implement and communicate job sheets
- Accurate and detailed reporting, recording, and scoring to effectively quality control tasks
- Supervisory capability
- Familiar with pip fruit pest and disease best practice, identification, and control methods
- Familiar with GPS
- High level of consistency and uniformity
- Computer and technology capable

Key Responsibilities	Performance Expectations
<b>Planting, Harvesting Crops, Pruning and Thinning</b>	<ul style="list-style-type: none"> <li>▪ Daily and weekly goals met</li> <li>▪ Supervise work teams to ensure quality outcomes are met, accurate time and data is recorded in accordance with workplace procedures</li> <li>▪ Monitor productivity and aid in piece rate price setting</li> <li>▪ Monitor quality of teams in accordance with workplace guidelines</li> <li>▪ Ensuring fruit is harvested to required quality standards set by the Orchard Manager</li> </ul>
<b>General Orchard Tasks</b>	<ul style="list-style-type: none"> <li>▪ Execute tree husbandry tasks in accordance with workplace guidelines</li> <li>▪ Execute good orchard hygiene practices including Pest and Disease identification, rubbish removal and other non-specific on orchard tasks as requested</li> <li>▪ Lead on orchard pest and disease teams</li> <li>▪ Execute quality control checks in accordance with workplace guidelines</li> </ul>
<b>General Repair and Maintenance</b>	<ul style="list-style-type: none"> <li>▪ Execute repair and maintenance as directed by Orchard Manager. This includes trellis irrigation, roading, building, machinery, and hail net structure</li> </ul>
<b>Alerting Orchard Manager of Equipment Breakdowns</b>	<ul style="list-style-type: none"> <li>▪ Take responsibility for any breakdowns or broken equipment that occur</li> <li>▪ Report to the Orchard Manager daily of any breakdowns</li> </ul>
<b>Carry Out Any Other Orchard Operations As Instructed By Managers</b>	<ul style="list-style-type: none"> <li>▪ Tasks completed in a timely manner</li> <li>▪ High quality of workmanship</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>
<b>Contribute to a Healthy &amp; Safe Work Environment</b>	<ul style="list-style-type: none"> <li>▪ Maintain a safe and healthy work environment for employees, contractors, and visitors by establishing, following, and enforcing standards and procedures, complying with legal regulations</li> <li>▪ Assist in leading the development of a non-negotiable safety culture</li> <li>▪ Take care for your team and your own health, wellness, and safety</li> <li>▪ Ensure there are no adverse effects on the health and safety of other people</li> <li>▪ Ensure the prompt reporting of any accidents or injuries in line with company policy</li> <li>▪ Ensure adherence to all relevant operational compliance requirements (GLOBALGAP, resource consent conditions etc)</li> </ul>

Key Behaviours	
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>▪ Update job knowledge by participating in educational opportunities and maintaining personal networks</li> <li>▪ Adopt and maintain an effective culture of continued improvement, that balances the operational needs of the business</li> <li>▪ Take ownership of your work and think of alternative or new solutions</li> <li>▪ Participate in embedding new initiatives into the business culture</li> <li>▪ Continually reflect on whether policies and process can be improved</li> <li>▪ Share ideas and resources with other team members wherever appropriate, working collaboratively to meet deadlines</li> </ul>
<b>Policies and Processes</b>	<ul style="list-style-type: none"> <li>▪ Understand, adhere to, and enforce policies and procedures, and lead by example</li> <li>▪ Challenge current processes and help ensure policies are in line with business objectives, meeting, or exceeding industry best practice</li> </ul>
<b>Build &amp; Maintain Relationships</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate appropriate interpersonal skills; use networks effectively; establish and maintain positive productive work relationships with members and/or suppliers and/or colleagues</li> <li>▪ Effective at getting things done through formal and informal channels</li> <li>▪ Maintain a positive working relationship with peers</li> <li>▪ Nurture relationships that support Craigmores objectives</li> </ul>
<b>Manage Time Effectively</b>	<ul style="list-style-type: none"> <li>▪ Efficiently and effectively use time and resources allocated to complete tasks</li> <li>▪ Punctual and meets deadlines</li> <li>▪ Effectively prioritises tasks at hand to meet expectations</li> </ul>
<b>Demonstrates Job Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Full working knowledge of the methods, procedures, and systems applicable to the position</li> <li>▪ 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</li> <li>▪ Consistently exhibits the ability to learn and apply new skills</li> <li>▪ Understands Craigmores business principles and language and uses this understanding to establish clear priorities for actions</li> </ul>
<b>Displays Accountability</b>	<ul style="list-style-type: none"> <li>▪ Accepts responsibility for work and decisions</li> <li>▪ Initiates and sets clear objectives and measures for self and others</li> <li>▪ Monitors process, progress, and results; recognises and supports the importance of "ownership"</li> <li>▪ Fulfils commitments; is dependable and self-reliant</li> <li>▪ Acknowledges mistakes and gains insights from them</li> <li>▪ Maintains confidentiality with sensitive information</li> <li>▪ Understands and demonstrates behaviours that drive compliance</li> </ul>
<b>Contribute to a Positive Culture</b>	<ul style="list-style-type: none"> <li>▪ Understand and actively support the Craigmores values and exhibit behaviours that are consistent with them</li> <li>▪ Show appropriate respect and understanding to all cultures</li> <li>▪ Promote positive change initiatives with team members</li> </ul>

	<ul style="list-style-type: none"> <li>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</li> </ul>
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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 \_\_\_\_\_