|  |
| --- |
| **Position Description**  |
| **Position Title** | Operations Manager – Harakeke Berries (NWNADL) |
| **Reports to** | GM Commercial Operations |
| **Status** | Full time, Permanent  |
| **Location** | 206 Pauri Road, Kaitoke |
| **Key Relationships** | **Internal**Harakeke StaffRūnanga Staff GM Commercial OperationsNgā Wairiki Ngāti Apa Developments Limited staff, Directors and Trustees**External**Suppliers & Customers Post-Harvest Facilities Contractors and Suppliers,Logistics suppliersTurners & Growers and their representativesPre-Harvest FacilitiesAdvisors & Consultants   |

|  |
| --- |
| **WHO ARE WE?** |
| Te Rūnanga o Ngā Wairiki Ngāti Apa and its associated Group of entities has responsibilities to work with our whānau, hapū and Iwi to protect Ngā Wairiki – Ngāti Apa values for the environment, as well as to lead an iwi response to climate change and protecting and growing remaining biodiversity within the range. We work in alignment with our tikanga values, called “Ngā Matua”. These values are listed in the next section.The Rūnanga has operated since 1989, and has made significant gains, including the completion of Treaty settlements, which has seen an asset base returned to the Iwi, the management of which has been delegated to Ngā Wairiki – Ngāti Apa Developments Limited. The Iwi has experienced considerable growth since 2011 when Treaty assets were received. The Rūnanga Group now employs in excess of 50 staff and this number is growing as a range of direct local investments take shape. At the same time, the Group is growing its range of social and taiao programmes aligned to the direct investments and asset development**Our core strategic themes are:** * Whakarato – serve
* Tūhono – engage
* Hapū Ora – hapū development
* Tiaki – protect
* Whakatupu – grow

Our promise: We are who we say we are, and we do what we say we will do. Our organisational objective: To translate our core values, Ngā Paiaka Matua, into meaningful and achievable practices and behaviours. |

|  |
| --- |
| **NGĀ PAIAKA MATUA** |
| **Manaakitanga***Care and Respect* | Treating people with unconditional care and respect. This behaviour will define the culture of our Rūnanga, as a place of warmth and hospitality, where everyone feels equal, and everyone feels welcome. Mana enhancing behaviour is to be a theme in all that we do.  |
| **Te Reo me ngā Tikanga***Culture and Language* | Our Rūnanga will teach, learn, uphold and use our reo and our tikanga and will become a hub for the revitalisation of these taonga tuku iho.  |
| **Kotahitanga** *Unity* | Working with others in many shapes and forms to achieve positive outcomes for everyone. This Rūnanga will value relationships and partnerships, and will continually put sustainable positive outcomes for whānau, hapū and community ahead of self interest in everything that we do.  |
| **Wairuatanga***Spirituality* | It is understood that our ancestors were deeply spiritual people. Our Rūnanga will uphold tikanga that accommodates karakia and practises from both the te ao tawhito (pre-European) and Christian foundations handed down by our tupuna. Additionally, our Rūnanga will be a place of spiritual and religious tolerance and freedom.  |
| **Whanaungatanga** *Sense of family connection and belonging* | This Rūnanga is a place where our whānau, hapū and Iwi, local Māori, Pasifika and the community at large are drawn and they feel they belong.  |
| **Kaitiakitanga***Guardianship* | Caring for our environment is the challenge of our generation. Our Rūnanga will work with our hapū to protect and enhance the physical environment in which we live in everything we are associated with. This is vital work to ensure a sustainable future for our mokopuna and generations to come.  |
| **Rangatiratanga***Leadership* | Demonstrating leadership to uphold Ngā Paiaka Matua and represent our Ngā Wairikitanga and our Ngāti Apatanga, consistent with the values of our tupuna. Rūnanga leadership will be proud, committed, passionate and authentic in all that we do on behalf of our whānau, hapū and Iwi. |
| **Whakapapa***Genealogy*  | Revered lines of descent from ancestors such as Paerangi and Ruatea and many other famous ancestors are central to our identity and our unity as Ngā Wairiki and Ngāti Apa. This Rūnanga will work with our hapū to collect, record and share whakapapa as a hub where our people can reconnect. |
| **Ūkaipōtanga** *Love for our tupuna whenua and wai* | Ancestral lands, wetlands, lakes, rivers, streams and the ocean are central to Ngā Wairiki and Ngāti Apa identity. This Rūnanga will work in a way that puts our people back in contact with their whenua and wai in a manner that fosters real love for these places. This love for our tupuna whenua and wai is to be shared with the community to foster understanding and to promote our values and identity. |

|  |
| --- |
| **PURPOSE OF ROLE** |
| The Operations Manager oversees Harakeke Berries' day-to-day operations to ensure optimal production, plant health, resource efficiency, and compliance with industry standards. The role requires effective leadership to manage teams, equipment, and process efficiency while striving for continuous improvement in operations, sustainability, and overall business performance. |

|  |
| --- |
| **DUTIES AND RESPONSIBILITIES** |
| The following is not an exhaustive list of skills required or responsibilities associated with the role. Flexibility is important, and additional tasks that can be reasonably undertaken, considering both capacity and capability, will become expected as the role evolves*.*Key Responsibilities:1. Horticulture & Production Management:Oversee and manage field preparation, planting, irrigation, fertigation, and crop nutrition.Monitor pest and disease management, implementing proactive solutions to maintain plant health.Ensure quality control measures are consistently met throughout production cycles.Supervise harvesting operations to maximise yield, quality, and efficiency.Ensure compliance with all relevant industry and certification standards, including NZGAP and HACCP.Implement sustainable farming practices to support the sustainability values of NWNADLEvaluate and improve horticultural processes to continually enhance production methods.2. People & Team Leadership:Lead, train, and manage permanent and seasonal staff, ensuring effective team performance.Develop and implement training programs for staff in horticultural/operational best practices, compliance, and safety.Foster a culture of excellence, teamwork, and accountability across all field operations.Recruit, manage, and manage productivity in accordance with company policies and employment regulations.3. Health & Safety Management:Demonstrate and monitor workplace safety standards, ensuring compliance with company policies and legal requirements.Ensure all incidents and near misses are reported, investigated, and documented in a timely manner.Provide leadership in fostering a health and safety-first culture within the organisation.Ensure all staff wear required PPE and adhere to safe work practices at all times.4. Operational Efficiency & Resource Management:Manage the scheduling, maintenance, and utilisation of machinery and farm equipment.Monitor and control operational costs to optimise financial efficiency.Work closely with senior management to develop strategic plans for crop planning, labour management, and equipment needs.Maintain accurate records of production data, inventory, and resource usage.5. Relationship & Communication Management:Maintain strong relationships with suppliers, contractors, and industry partners.Work closely with senior management to align operational objectives with overall business strategy.Communicate effectively with internal teams, ensuring transparency and clarity in operational goals and expectations.Represent Harakeke Berries in industry-related meetings, conferences, and community engagements when required.6. Compliance & Sustainability:Ensure adherence to environmental regulations and sustainability initiatives.Lead the implementation of soil health programs, water management strategies, and sustainable farming techniques.Ensure the farm operates in accordance with best practice guidelines for soil and plant health, minimising environmental impact.**Qualifications & Experience:**Education: Bachelor’s degree in Horticulture, Agriculture, or a related field (or equivalent experience).Experience: Minimum 5 years in horticultural or farm management, with experience managing teams.Strong knowledge of irrigation, fertigation, pest control, and sustainable farming practices.Proven leadership ability in a fast-paced agricultural environment.Sound knowledge of compliance and certification processes (NZGAP, HACCP, etc.).Experience using farm management software and Microsoft Office Suite.Strong analytical, decision-making, and problem-solving skills.Excellent interpersonal and communication skills.**Te Reo me Ngā Tikanga**We encourage the use of Te Reo Company Culture & Values:Uphold Nga Paiaka Matua recognising each team member's unique skills.Embrace and integrate tikanga Māori where possible.Actively participate in company and community engagements, promoting Harakeke Berries positively in all activities.Maintain a commitment to sustainability and excellence in horticultural practices.This role offers the opportunity to play a pivotal role in Harakeke Berries ' continued success and growth. We seek a dynamic and passionate leader dedicated to optimising operations while upholding our quality, sustainability, and teamwork values. |

|  |
| --- |
| **AUTHORITY** |
| * Finance Delegation
* Staff Onboarding
* Contract Management
 |

