

JOB DESCRIPTION

Position	Orchard Sector Assistant Manager	Reports to	Orchard Sector Manager
Reporting Staff:	Permanent Foreman, Orchard Hands, Seasonal and contract labour.		
Purpose			
<ul style="list-style-type: none">• The purpose of the Orchard Sector Assistant Manager is to support the Orchard Sector Manager 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 Assistant 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 – supervise the orchards pruning programme		(a) Ensure pruning is completed and monitoring the quality of pruning work within deadlines set by the manager/company (b) Coordinate with contractors as required (c) Ensure pruning from trees are mulched	
2. Mowing – supervise mowing of the orchard.		(a) Grass mowed to aid with the prevention of frost. (b) Keeping the orchard tidy	
3. Spraying – supervise the orchards spray programme.		(a) Ensure spray cover is maintained (b) Spray is applied efficiently and correctly in compliance with Health and Safety standards	
4. Tree Training		(a) Ensure trees are trained to maximise future fruit production	
5. Thinning – supervise the orchards thinning programme.		(a) Supervise staff to complete thinning and meet deadlines (b) Check and monitor that the thinning work is of a high-quality standard	
6. Frost Control – undertake the orchards frost control activities including the monitoring of temperature and other frost conditions.		(a) Ensure frost protection equipment is maintained and used appropriately (b) To adjust temperature settings as plant sensitivity increases (c) Train staff on frost protocol	
7. Harvest – supervise the orchards harvest programme including timing of picking so that it is harvested at optimum maturity.		(a) Assist with employment and supervision of staff and contractors to complete work and meet deadlines (b) Monitoring the quality of the overall harvest – maturity samples taken	
8. Irrigation		(a) Monitor moisture levels and irrigate as required	

	(b) To maintain irrigation system to minimise water wastage
9. Compliance	(a) Ensure all orchards and staff are following the NZ Gap and Sedex guidelines and protocols
10. General Management – contribute to other orchard management duties as required.	(a) Have an awareness of budget constraints and assist to operate within budget. (b) Assist with administration such as accounts process and reporting as required.
11. Assist with Staff Management	(a) Supervising in a pro-active and positive manner (b) Utilising and maximising staff at all times (c) Communicate regularly with staff – Meetings and reviews (d) Ensure all RSE regulations and requirements are adhered to (e) Communicate and train staff on orchard practices including: <ul style="list-style-type: none"> • BioGro protocols & procedures • Tecso protocols & procedures • Safe plant & machinery operation
12. Staff recruitment and administration	(a) Assist with recruitment and development of staff. (b) Consult with HR support and/or Administration as required. (c) Timesheets and contracts are submitted to the office before the agreed deadline
13. 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.	(a) Train staff in and ensure compliance with company Health and Safety Policies (b) To communicate with staff any improvements which can help operation and safety (c) Report and investigate any incidents or Accidents on the register and take appropriate action to manage hazards.

Team Values

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

Innovation

- Your curious nature drives dynamic ideas. You address the root causes of problems with creative solutions.
- You inspire others through bold thinking and challenging the status quo.

Collaboration

- You share openly and honestly, helping colleagues effectively both inside and outside of your specialty.
- You celebrate our wins and help make Rockit a great place to work
- You seek to understand our consumers and they are always at the forefront of any business decision.
- You share a sense of partnership with our orchard investors and global licensees as we look to win together.

Excellence

- You strive for the very best in everything you do and say.
- You take pride and ownership. Nothing is too small or too irrelevant.
- You know that perfection is not expected, but showing good judgment is.

Tenacity

- Your relentless passion for Rockit is part of everything you do.
- You keep going, even when things get hard.
- You are ambitious, both for yourself and for Rockit.

Clarity

- You have a clear understanding of Rockit's purpose and strategic goals.
- You know how your work priorities fit with Rockit's priorities.
- You communicate with honesty and candour.

Person Specification:

The Position Holder shall:

- 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.
- Have sound orchard supervisory experience and training skills
- Have a strong commitment to safe working practices.
- Have decision making ability and good judgement
- Have the ability to plan and schedule work efficiently
- Have the knowledge to ensure that the operation of the orchard is carried out under governing body guidelines, such as OSH, Global Gap.
- Have an understanding of some basic business concepts.
- 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.