

Harvest Operations Manager Job Description

Company:	Logic Forest Solutions Ltd
Employee:	TBC
Job Title:	Harvest Operations Manager
Reports to:	Managing Director
Date prepared:	December 13 th 2024

Position summary:

The Harvest Operations Manager is primarily responsible for management, supervision and quality of harvest operations within the Logic business. Particular focus to ensure a safe, environmentally sound, and efficient result is achieved for our clients.

The role includes Project specific Health & Safety management across multiple operations

Key Responsibilities

Tasks	KPIs
Management / Administration	
<ul style="list-style-type: none"> - Ensure weekly and monthly cashflow forecasting is completed in a timely fashion - Ensure accurate record keeping and filing and ensure all site visit records and associated data is filed correctly. - Job management and timekeeping using WorkflowMax - Fortnightly operational updates to clients and managers 	<ul style="list-style-type: none"> - Positive frame of mind and a can-do attitude - Updating the weekly cashflow forecast prior to meetings. - Ensure all files saved in the correct location at all times within 24 hours. - Accurate timekeeping and job management in WorkFlowMax - Complete fortnightly reports to customers and Logic managers
Harvest Management	
<ul style="list-style-type: none"> - Prepare budgets and manage financial aspects of job. - Contractor selection process and engagement - Preparation of all Preharvest documentation including prescription, Risk Assessment, Corridor Access Request (CAR), Electrical Hazard Management Plan (EHMP), etc 	<ul style="list-style-type: none"> - Financial aspects of job managed accurately - Ensure Contractors operate to best practice standards. - Ensure all preharvest documentation is accurate, understood and signed off by all parties - Regular contact with Contractors and other Stakeholders to ensure all parties are familiar with the current plan, any

<ul style="list-style-type: none"> - Management of harvest and roading operations to ensure sound H&S and environmental processes are followed. - Ensure operations are organised and coordinated to maximise efficiency and minimise cost for the client - Regular liaison with Landowners, Neighbours and all other Stakeholders to ensure accurate communication around operational plans and changes that may occur - Regular H&S and Environmental auditing of operations including Site visit inspections, Operational and system audits as per Logic schedule - Ensure Monthly Contractor H&S returns are submitted in a timely manner - Ensure all Incidents, Accidents and Near misses are reported, followed up on and investigated at the required level - Assistance with budgeting, financial tracking, invoicing and reporting - Ensure a work programme ahead of Contractors is maintained. 	<p>challenges that may have arisen and changes required</p> <ul style="list-style-type: none"> - Maintain regular communication to manager. Ensure assigned site visit reports are completed and sent to the Operations Manager and Stakeholders within 24 hrs of completion. - Ensure all action items followed up, completed and closed out in a timely fashion. - All operations are efficiently managed including H&S and environmental. - All incidents reported and investigated in a timely manner
<p>Health & Safety Compliance</p>	
<ul style="list-style-type: none"> - Work in a productive and safe manner at all times. - Manage operations to ensure compliance. - Prepare and deliver prestart documentation for new jobs and ensure this is thorough, understood and signed off by all parties. This includes Job prescription, risk assessment, Plant and equipment audits, TMP's, etc - Carry out regular auditing of all Contractor operations to ensure compliance and best practice is being followed. - Manage incident investigation process 	<ul style="list-style-type: none"> - Ensure all operations are compliant under current health & safety regulations. - Ensure all health & safety documentation of operations current and complete and filed in the correct location within 24 hours. - Ensure a copy of all prescriptions and pre-starts are scanned and file in the appropriate job within 24 hours of commencing. - Audits and reporting completed as per schedule
<p>Environmental Compliance</p>	
<ul style="list-style-type: none"> - Strong focus on LFSL Environmental policy and procedures, ensuring compliance and best practice is followed. - Manage assigned Forest operations appropriately and strongly consider 	<ul style="list-style-type: none"> - Ensure all operations are conducted to environmental best practice standards. - Ensure regular environmental monitoring of forests and operations when and as directed by the Operations Manager.

<ul style="list-style-type: none"> - environmental aspects and to plan for best practice all through the rotation. - Carry out Pre and Post Forest storm assessments when and as directed by the Operations Manager. - Complete relevant environmental monitoring, auditing and compliance when and as directed by the Operations Manager. 	<ul style="list-style-type: none"> - Make necessary changes to plans when environmental compliance is compromised. - Ensure the environmental audits and monitoring reports are filed in the appropriate job within 24 hours.
Other	
<ul style="list-style-type: none"> - Given the dynamic nature of the Logic business other tasks will come up from time to time that may be assigned to this role. 	

Qualifications, Experience and Competencies	
Qualifications and Experience	<ul style="list-style-type: none"> - Forestry qualification at Diploma level or above preferred - At least 2 years working in an Harvest Operations Role - Health & Safety qualification at Diploma level or above preferred
Core Competencies	<ul style="list-style-type: none"> - Demonstrated expertise and experience in Harvest Operations Management. - Willing, energetic and keen to learn new skills
What we expect from you	<ul style="list-style-type: none"> - Able to manage workload, establish priorities. - Meet monthly budget and other firm KPI's. - Efficient management and reporting of forest operations. - Communicate clearly and in a timely manner with manager. - Proven experience with office software such as Microsoft Office
What we want from you	<ul style="list-style-type: none"> - Fit well into our team culture. - Work effectively under pressure - Meet deadlines. - Help and Support other team members when appropriate
Live into our Core Values	<ul style="list-style-type: none"> - Honesty – We are honest to ourselves, our team, and the people we work with - Legacy – We advance our industry for the benefit of the land and the people. - Innovation – We are progressive explorers, always searching to lead the way. - Quality – We strive for excellence in all that we do. - Fun – We enjoy and are grateful for the opportunity

Hours of work:
 Generally, 40 hours per week being flexible from Monday to Friday. From time to time and dependant on workload some additional hours and/or weekend work will be required.

General:
Read and agreed to by:
Signed:
Name:
Date: