

Senior Harvest Manager Job Description

Company:	Logic Forest Solutions Ltd
Employee:	TBC
Job Title:	Senior Harvest Manager
Reports to:	Managing Director
Date prepared:	27 April 2026

Position summary:

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

The role includes overall Health & Safety and Environmental management across multiple operations and management of operational staff.

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 Logic Senior Leadership team, 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 Workflow - Complete fortnightly reports to customers and Logic managers
Harvest Management	
<ul style="list-style-type: none"> - Set up and grow proposed harvest operations across a wide range of clients and forest locations - Prepare budgets and manage financial aspects of job. - Contractor selection process and engagement - Ensure all Preharvest documentation including prescription, Risk Assessment, 	<ul style="list-style-type: none"> - Pre-planning and compiling accurate harvesting proposals - 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

<p>Corridor Access Request (CAR), Electrical Hazard Management Plan (EHMP), etc</p> <ul style="list-style-type: none"> - Overall 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 - Ensure 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 - Prepare accurate budgeting, financial tracking, invoicing and reporting - Ensure a work programme ahead of Contractors is maintained. 	<ul style="list-style-type: none"> - Regular contact with Contractors and other Stakeholders to ensure all parties are familiar with the current plan, any challenges that may have arisen and changes required - Maintain regular communication to forest owner. Ensure assigned site visit reports are completed and sent to the customers 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 - All post-harvest “land hand back” approvals and documentation on Forestry Right areas are completed promptly upon completion of harvest
<p>Health & Safety Compliance</p>	
<ul style="list-style-type: none"> - Work in a productive and safe manner at all times. - Overall Management of operations to ensure compliance. - Ensure accurate prestart documentation is in place 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 - Ensure 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

Environmental Compliance	
<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 environmental aspects and to plan for best practice all through the rotation. - Manage Pre and Post storm assessments within forests - Manage relevant environmental monitoring, auditing and compliance 	<ul style="list-style-type: none"> - Ensure all operations are conducted to environmental best practice standards. - Ensure regular environmental monitoring of forests and operations. - 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 Degree or Diploma level - At least 5 years working in a Harvest Operations Role - Health & Safety qualification at Diploma level or above preferred
Core Competencies	<ul style="list-style-type: none"> - Demonstrate expertise and experience in Project Management with focus on Harvest Operations Management. - Strong management and leadership, willingness, energetic and task completion focus
What we expect from you	<ul style="list-style-type: none"> - Help grow the business with strong pre-planning skills and considering appropriate work opportunities - 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 Logic SLT. - 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.

	<ul style="list-style-type: none"> - 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
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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: