

Job Information Pack

Position Summary

Company Name:

ArborGen – Edendale Nursery

Company Information:

ArborGen is New Zealand's largest nursery producer of seedlings for the forest sector and owns seven nurseries in New Zealand and south-eastern Australia. The company operates under the brand name Super Tree Seedlings, a US parent company.



<http://supertreeseedlings.co.nz/>

Ultimately the company has its own seed orchards, a substantial tree breeding programme and offers specialised quarantine services to third parties. With a long history of tree improvement research and expertise in forestry, ArborGen is leading the field in developing products designed to meet the challenges facing the global commercial forestry industry.

Property Information:

Edendale Nursery is based 30 minutes north of Invercargill and produces bare root and container products for ArborGen. It is a large nursery, producing and selling several million trees annually to the forestry sector in Southland, Otago and as far as Waimakariri/Canterbury. There are mixes of large, small-to-medium clients. Edendale also operates a retail operation selling a range of plant species to farmers and landowners for riparian planting, stock feed and shelter.

The property has been a long established nursery business and has been operating under corporate and private owners since 1970's. ArborGen purchased the business in 2014 and has a long-term agreement in place to lease the 95ha property until 2028.

The business is currently performing very well, with sales increasing year on year and forward contracts established.

Job Title:

Edendale Nursery Manager

Position Overview:

We are seeking a technically skilled and capable Nursery Manager to manage the operations on Edendale Nursery, reporting to ArborGen's NZ Operations Manager in Tokoroa. This is an important interacting role, being the front person of the Nursery and managing relationships with a number of stakeholders.

Key tasks include:

- Manage the establishment, growing, harvest and dispatch of

bare root and containerised tree seedlings and cuttings to meet annual sales targets, customer contracts and future production plans

- Provision of grow-on lines to meet agreed contractual requirements for farm plans
- Co-ordinate sales from the bare root nursery and container facility, including the management of existing customers and identification of new sales opportunities
- Manage and implement agreed site CAPEX projects
- Record, maintain and analyse data to track production status and quality of crops and chemical and fertiliser use
- Maintain accurate stock and production records, including SAP records, crop and spray diaries and crop growth plots
- Provide operational support and work alongside staff in the nursery during times of staff absence/peak periods
- Human resource management and staff management (including all record keeping of employee contract documentation) ensuring all legal requirements are met
- Ensure timely and accurate information is entered into company systems for wage payments, supplier purchases, dispatches and stock records
- Health & Safety - ensure workplace activities are conducted safely and comply with H&S policies and legal requirements including keeping all correct documentation
- Set budgets and operate within and report on status of budgets

This role will involve operational work such as driving tractors as well as management and reporting.

Applicants must be entitled to work in New Zealand and will be required to pass a pre-employment drug screening test prior to any offer of employment being confirmed.

Specialist Skills Required:

- Plant growing experience and technical knowledge gained in a large-scale environment
- Ability to identify weeds and disease in plants and manage crop health
- Proven site, logistics and people management experience
- Tertiary qualification in horticulture or agriculture (desirable but not essential)
- Compliance with system, processes and company procedures
- Excellent computer literacy and aptitude to learn ArborGen's computer systems (will be using ERP systems such as SAP and Microsoft Excel)
- Understanding the obligations of New Zealand's legal requirements around recruitment and human resources and health and safety (with support from specialist ArborGen personnel)
- Excellent planning and organisational skills
- Mechanical knowledge (e.g. ability to drive tractors and use

	<p>machinery) and carry out some basic/non-specialist repairs/maintenance</p> <ul style="list-style-type: none">• Confidence and experience to interact with customers, suppliers, managers and employees within the business• Decision-making within own area of responsibility• Ensure compliance with property leases, water use consents etc.
Personal Attributes:	<ul style="list-style-type: none">• Relate well to people at all levels• Common-sense and enquiring mind• Demonstrates high degree of personal integrity• Capable• Passionate about growing trees & horticulture• Displays initiative• Has the ability to seek advice or ask for help• Methodical and accurate• Mature and accepts responsibility for actions• Able to work unsupervised and guide others on site• Customer focussed and service oriented• Fair and honest with workers while ensuring that required outcomes are delivered• Self-sufficient
Specialised Systems:	<ul style="list-style-type: none">• SAP• IMS Payroll• Microsoft Excel <p>The applicant will receive training in ArborGen's systems.</p>
Duration of Position:	Full-time Permanent
Proposed Start Date:	ASAP or to suit preferred applicant's timeframe.
Staff Structure:	<ul style="list-style-type: none">• Nursery Manager - TBC• 2IC – Container Business• 2IC – Bare Root Business• Nursery Charge Hands• Substantial Seasonal Workers
Career Opportunities/Benefits:	<ul style="list-style-type: none">• The role provides autonomy and development within a large commercial environment.• ArborGen provides wider company exposure as there are different opportunities at the different nurseries.• There are vocational courses on offer if appointee is interested e.g. First Aid/Growsafe/Computer Literacy.• ArborGen collaborates with University Research which Nursery Manager can get involved with.
Schooling:	Edendale Primary School http://www.edendaleps.school.nz/

Closest High Schools are Gore High School (approx. 20 minutes away) and Southland Girls High School (approx. 30 minutes away from Edendale)

<http://www.southlandgirls.school.nz/>

<http://www.gore-high.school.nz/Home/>

A full range of Primary & High School options are available in Invercargill approx. 30 minutes away.

Map

