



Job Description

Job title:	Tree Production Manager (Field & Specimen)
Department:	Production
Reports to:	Operations Committee

SUMMARY OF ROLE:

The Tree Production Manager (Field & Specimen) is a key role within the Company, managing all field grown, container tree and specimen production. The aim of the role is to drive our tree and specimen production forward (in both quantity and quality) in order to meet current and future demands. Duties include managing the Field & Specimen team, all planting, husbandry, potting and lifting activities and working pro-actively with the Operations Committee to keep trees & specimens relevant, cost effective and key to the future of the Company.

PRIMARY RESPONSIBILITIES:

Health & Safety

Ensure all staff are appropriately trained and their training is kept up to date to ensure safe working practices when working with heavy machinery.

Ensure adherence to the Company's health & safety policies and processes. Maintaining a safe working area at all times. Duty of care for self and staff under management.

Husbandry/Quality

Develop yearly production plans with the Operations Committee and ensure programmes are being followed by the team.

Maintain quality of all products grown in fields and containers and take appropriate action where required to ensure the best possible standards.

Where necessary, assist in hands-on tasks to ensure customer service and satisfaction are maintained to the highest level.

Be actively involved in trying new products, growing techniques and assisting with supplier visits; keeping up to date with developments in the industry to ensure Palmstead is at the cutting edge.

Ensure stock takes are being done according to established schedules and the information in our ERP system (SAP Business One) is accurate.

Planning/Organisation/Communication

Liaise with the team and Operations Committee to ensure planning of labour, resources and materials is accurate, efficient and timely.

Help develop new protocols and procedures to enhance and streamline ways of working and develop KPIs to drive the business forward.

ADDITIONAL RESPONSIBILITIES:

- Attend and actively contribute at meetings
- Ensure training within teams is up to date and regular refreshers are attended
- Ensure machinery is handled effectively and maintained properly
- Timely reporting of any problems to the Operations Committee

JOB COMPETENCIES:

- Excellent communication
- Self-motivation and confidence
- Horticultural background, preferably in tree production
- Attention to detail
- Time management
- Commercial awareness

KNOWLEDGE AND SKILL REQUIREMENTS:

- Strong planning and organisational skills
- Good leadership skills
- Interpersonal skills
- Excellent knowledge of trees and shrubs, and the ability to identify distressed plants/pests & disease
- Knowledge of machinery and safe working practices