

Position Description

Position Title:	PPP – Source Material Supervisor
Reports to:	PPP – Source Material Manager
Group Division/Function:	PPP – Potted Plant Production

Role Purpose	
The purpose of this role is to act as a Source Material Supervisor in the area of our Nursery operations.	
1.	Under the Management of the Source Material Manager supervise source material required for the production needs of our Potted Plant Production business unit. To ensure both external and own supply blocks are managed and monitored to optimize quality, consistency, and timeliness to support the businesses aim of delivering on time, in quality, and in budget and to ensure the trueness to type, the high health status, and traceability of all material.

Key Accountabilities			
Key Area of Accountability	% of the Total Role	What are the Outputs Expected	How are they Achieved
Supervisor	40%	<ul style="list-style-type: none"> Supervise the day to day operations of the nursery source material operations Assist the Source Material Manager in the forming of the daily/weekly operational plan including the rostering/assigning of personnel to tasks that achieves the production outcomes. Train, coach and lead the source material team. Ensure job sheets / Standard Operating Procedures (SOPs) are issued to teams prior to commencement of every task, and Team Leaders have trained / instructed their teams correctly and are adhering to the SOP/Job Sheets. SOPs are strictly adhered to. Supervise the source material operation by running an efficient and productive team, driven by agreed quality targets and KPIs. Ensure all activities are focused on strict adherence to maintaining traceability of each source at Harvest and into storage and use. 	<ul style="list-style-type: none"> Ensure you understand and are proficient in the relevant PPP SOPs. Ensure staff are trained and competent in & understand Riversun's SOP's. Help create Job Sheets for activities. Ensure Team Leaders have readied items for their allocated process, help form kits to ensure efficiency in this area KPI targets for each process are understood and communicated with the teams. Any impacts affecting KPI achievement are effectively communicated to management. Process KPIs are understood used for each process. Team Leaders understand targets and progresses is communicated to you, the team, and management.

		<ul style="list-style-type: none"> • Block Maps are checked prior to commencing any harvesting, labelling, planting activity to ensure they are correct and planned activities are in the right location, clearly marked, • Ensure processes are completed in a timely manner with a focus on ensuring we deliver on time, on quality, in specification, and on KPI • Be proactive in learning about plant health, pest and disease to assist in the production of top-quality plants 	<ul style="list-style-type: none"> ○ All checks are completed in a timely manner and relevant forms are correctly filled out and submitted (follow SOPs) ○ Actively learn and continue to educate yourself about plant health, pests & diseases.
Operations	30%	<ul style="list-style-type: none"> • For new staff coordinate their induction, training, and coaching. • Have a thorough understanding of the activities that you will be involved in. • Ensure Hygiene standards are maintained at optimum levels at all times, and strictly adhere to SOPs • Ensure machinery is operated in a safe manner and according to the companies Health and Safety standards • Make sure all equipment required is in good order, calibrated if required, and available prior to operations commencing. • Ensure all documentation is done accurately, according to SOP, checked and signed off by the Team Leader and yourself. • Help encourage an awareness of pest and disease's, rouges and virus as per the SOPs and report on any observations to the Source Material Manager. • Safe use and appropriate application of agri-chemicals • Play a hands-on role in all activities, as directed by the Operations Manager 	<ul style="list-style-type: none"> ○ Solid understanding of and the ability to teach/train others in the nursery's SOP's. ○ Ensure equipment is maintained and issues are reported in a timely manner to management. ○ Team Leaders are trained to a high level ○ Activities are completed as per the SOP's and suggestions for improvements on process & efficiency are given to management in a timely manner. ○ Documentation is completed with 100% accuracy and in a timely manner. ○ Keep abreast of what is occurring in the wider industry - Ideas/new breakthroughs and information are shared with management. ○ HAZ-CHEM is used safely and appropriately. ○ Participate actively in the day to day activities in the Nursery.

General	25%	<ul style="list-style-type: none"> • Ensure equipment is appropriately used in accordance with Riversun NZ standard operating procedures. • Quality control issues and problems are reported on. A positive attitude towards quality is developed, maintained and rewarded across all areas of production. An environment of continuous quality improvement is developed. • Assist the Source Material Manager in creating a team environment that rewards positive attitudes, progressive 	<ul style="list-style-type: none"> ○ Staff are trained to use equipment correctly and in accordance to SOP's. ○ All QC issues/concerns are reported upon in a timely manner. ○ High levels of quality are expected as the "norm" and this is encouraged as part of the culture. ○ Training programmes are developed and maintained to
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		<p>and inclusive thinking, and a continual focus on betterment and improvement.</p> <ul style="list-style-type: none"> • Assist the Source Material Manager in fostering a focus on achieving the businesses Sustainability goals. • From time to time the Employee may be required perform other duties within other areas of the company which the Employer may reasonably expect the Employee to perform as the needs of the business dictates. 	<p>show how all staff are trained in Riversun's SOP's.</p> <ul style="list-style-type: none"> ○ Recognise positive players in the team and focus on this to allow this to be modelled and copied by other team members. ○ Work with the Operations Manager on Sustainability within PPP.
Health and Safety	5%	<ul style="list-style-type: none"> • All Practicable Steps are taken to ensure safe and best practise operating procedures are always used. • Ensure any H & S concerns are notified to the Source Material Manager or appropriate delegate as soon as practicable after identification. • Incident and Accident reports are completed and submitted in a timely manner 	<ul style="list-style-type: none"> ○ Identify all Risks and process them as per Riversuns Risk Management Policies and Procedures. ○ Utilise safety procedures consistent with the Act and Group policy and ensure staff comply with SOP's. ○ Ensure safety systems and procedures are being utilised correctly and are used to protect visitors, contractors, and members of your team.

Key Requisites
Education/Experience and Qualifications
<ul style="list-style-type: none"> • Minimum 2 years relevant experience at a comparable level
Special Skills/Competencies
<ul style="list-style-type: none"> • Current drivers license • Adaptable, flexible, able to change plans based on the changes in the plants, a problem solver. • Dedicated, with a positive attitude. • Self-aware, regimented/understands and works to the time sensitive nature of the plants. • Takes responsibility for results, organised, sets standards • Strong interpersonal skills, a clear communicator, collaborates well with others, builds relationships.

Key Working Relationships		
Most frequent Contacts	Internal/External	Nature or Purpose
PPP Source Material Manager	Internal	<ul style="list-style-type: none">• Reporting Line• Any relevant strategic or operational issue impacting on the business.
PPP Operations Manager Plant Health Technicians	Internal	<ul style="list-style-type: none">• These are key working relationships and need to be developed and maintained.

Production Supervisor Maintenance Team Leader Team Leaders Nursery Workers		
Riversun Staff	Internal	<ul style="list-style-type: none"> It is expected that a courteous and professional working relationship will always be maintained with all other Riversun employees and management.
External Service Providers and Customers	External	<ul style="list-style-type: none"> As required and/or directed from time to time.