

Position Description

Position Title:	PPP – Team Leader
Reports to:	PPP – Production Supervisor
Group Division/Function:	PPP – Potted Plant Production

Role Purpose	
The purpose of this role is to act as a Team Leader in the area of our Nursery operations.	
1.	This role will help lead Plant Nursery activities in order to optimize resource use, minimize production costs and maintain quality standards.

Key Accountabilities			
Key Area of Accountability	% of the Total Role	What are the Outputs Expected	How are they Achieved
Team Leader	40%	<ul style="list-style-type: none"> • Train, coach and lead staff • Make sure all equipment required is in good order, calibrated if required and available prior to operations commencing • 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"> ○ Ensure staff are trained and competent in & understand Riversun’s SOP’s. ○ Daily equipment checks are completed prior to start up. ○ Actively learn and continue to educate yourself about plant health, pests & diseases.
Nursery Operations	30%	<ul style="list-style-type: none"> • Play a hands-on role in all Nursery projects and activities, as directed by the Production Supervisor • Have a thorough understanding of the SOPs in all Nursery activities that you will be involved in • Operate machinery in a safe manner and according to the companies Health and Safety standards • Assist with the Nursery operation ensuring traceability is not compromised and contribute to the ongoing training of staff • Make sure activities are carried out as per SOP and be proactive with suggestions of improving the process and efficiency. 	<ul style="list-style-type: none"> ○ Participate actively in the day to day activities in the Nursery. ○ Solid understanding of and the ability to teach/train others in the nursery’s SOP’s. ○ Maintain and model the safe use of the machinery associated with the role. ○ Team members 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.

		<ul style="list-style-type: none"> • Ensure all documentation that you are required to carry out is done accurately, according to SOP and in a tidy manner. • As part of the Nursery team you are encouraged to learn about the industry we work in and bring forward ideas that may improve the way we do things. • Safe use and appropriate application of agri-chemicals • Plant health is activity monitored and your team leader is immediately notified of any observations to ensure plant health is maintained at optimum 	<ul style="list-style-type: none"> ○ 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. ○ Beware of the plants you are working with or walking past and if they are suffering or you observe something out of the ordinary report it ASAP.
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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 maintained. • Ensure staff members are trained in and follow the applicable Riversun Nursery Standard Operating Procedures (SOP's). • Assist the PPP Operations Manager in creating a team environment that rewards positive attitudes, progressive and inclusive thinking, and a continual focus on betterment and improvement. • Assist the PPP Operations 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. 	<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 show how all staff are trained in Riversun's SOP's. ○ 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 PPP Operations Manager or appropriate delegate as soon as practicable after identification. 	<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 Riversun's policies and ensure staff comply with SOP's.

		<ul style="list-style-type: none"> • Incident and Accident reports are completed and submitted in a timely manner 	<ul style="list-style-type: none"> ○ Ensure safety systems and procedures are being utilised correctly and are used to protect visitors, contractors, and members of your team. ○ Actively work with management to identify health and safety risks and communicate these in a timely manner to management. ○ Encourage team members to report Health and Safety concerns. ○ Ensure you and the team 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.
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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
Production Supervisor	Internal	<ul style="list-style-type: none"> • Reporting Line • Any relevant strategic or operational issue impacting on the business.
Operations Manager Plant Health Technicians Team Leaders Nursery Workers	Internal	<ul style="list-style-type: none"> • These are key working relationships and need to be developed and maintained.
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.

