

ORCHARD ASSISTANT

JOB DESCRIPTION



About Us

Pāmu is the brand name for Landcorp Farming Limited. We are a State Owned Enterprise and the largest pastoral farmer in Aotearoa New Zealand managing nearly 360,000ha over 110 farms.

Pāmu manages over 15 stations, 40 livestock farms, 42 dairy units, an orchard, several dairy support blocks, and calf-rearing facilities across the motu. We provide jobs for 630 permanent staff and over any 12-month period, we care for a total of 1.3 million sheep, deer, and cattle.

Our Values

Our values are core to who we are at Pāmu and the way we all work together.

			
SHOULDER-TO-SHOULDER We work together, shoulder-to-shoulder, united as a team to ensure each others' safety and wellbeing; we bring out the best in each other and the communities we work in.	GENUINE We are genuine, always keeping it real, considering our neighbours and our impact; we are easy to engage with and we always deliver what we commit to.	BOLD We are bold in our vision, not afraid of the new; always growing and improving for a sustainable future in farming.	GROUNDLED We are proud guardians of our land and our animals, and we are grounded in our connections with these; our proactive protection of the environment ensures a prosperous future for now and for generations to come.

Purpose of the Role

The Orchard Assistant is responsible for providing assistance to the Horticulture Business Manager, Berry Manager and Orchard Operations Manager, – ensuring all tasks requested are completed on time and in accordance with Pāmu policies and procedures.

Scope and Scale

- The role reports to the Orchard Operations Manager or Berry Manager
- Location: Kerikeri Orchard
- Direct Reports: 0
- Budget: n/a
- Delegations (if applicable): n/a
- Internal Relationships:
 - Berry Manager, Orchard Operations Manager & Horticulture Business Manager, Farm managers, and farm production team, corporate staff
- External Relationships:
 - Key suppliers, training providers

Key Responsibilities

Orchard Operations

- Maintain the established orchard to agreed high standards.
- Supervise casual staff through different operational stages of the orchard.

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- Perform tasks as instructed for the development and maintenance of the orchard. Implement the following work programmes within required time frames, as instructed:
 - Irrigation program
 - Fertiliser application
 - Spray applications
 - Harvesting schedule
 - Pruning program

Business

- Maintain good relationships with key horticultural professionals and suppliers to ensure smooth operation of the orchard.
- Assist in the proactive repairs and maintenance for all plant, machinery and infrastructure.
- Ensure all relevant Pāmu standards and policies are understood and adhered to.

People

- Work collaboratively as a member of a team, share ideas, follow instructions carefully, and ask questions to seek clarification when uncertain
- Assist in the training and development of less experienced staff.
- Play an active role in all day-to-day orchard activities and schedule tasks/ activities that need to be undertaken (as required and directed).

Environment

- Adhere to Pāmu's environmental policies and plans, and work within best practice environmental guidelines

Reporting & Record Keeping

- Ensure all records for orchard inputs are kept up to date.
- Monitoring and reporting on pest/disease and tree health.

Health and Safety

- Adhere to Pāmu's Health and Safety policies and procedures at all times
- Identify and report hazards/ danger, accidents, near misses, and property damage at the workplace
- Assist with the induction of new staff so that they are aware of company policies and how to do each task safely
- Participate in all scheduled training and ensure current records of training are maintained
- Actively participate in activities associated with maintaining a safe and healthy workplace (e.g. training, intervening in unsafe practices, toolbox meetings, emergency preparedness)
- Correctly use appropriate safety gear equipment for the task
- Notify your Manager of any health and safety concerns or improvement opportunities

Knowledge and Experience

Essential

- At least two years' experience of working in the agricultural / horticultural sector
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- Tractor and machinery operation experience
 - Strong communication skills
 - Focus on quality of delivery
 - Full driver's license

Preferred

- Horticulture Certificate Level 3 or higher
 - First Aid Certificate
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