

## Role Profile

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**Job Title:** Farm Manager  
**Department:** Growing & Harvesting  
**Reports To:** General Manager  
**Ref:** Ref-164, V2 – 30 June 2021

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### Role Overview

The Farm Manager will be responsible for a mushroom production facility with a workforce of circa 165 people and a production of 100,000Kgs weekly. The Farm Manager will be required to take full responsibility for the overall day to day running of the farm operations, lead and direct the work of all employees on site.

### Main Duties

- Oversee all aspects of company policy, production methodology and site initiatives
- Continuously improve the process / standards of the site and implement changes as required
- Overall responsibility for managing farms resources – People, Growing Rooms, Equipment (Physical security & Maintenance)
- Must engender team work within farm and across site and drive performance in all areas but with specific focus on: yield, pick rate, product mix & quality, and costs.
- Responsible for agreeing production with the supply side of the business and following and driving the daily performance of the farm to ensure that production targets and quality parameters are met
- Working with their direct report, the farm manager is responsible for managing the performance of people (including discipline)
- Will ideally have basic knowledge of mushroom growing and harvesting
- Sign off all hours on a weekly basis for the wage department and completion of all necessary paperwork relating to the Management role.
- Effective communication with QA Department, Trading Desk, Health & Safety, Compost Department

This is not an exhaustive list and is subject to change and amendment.

### Competencies to perform the role

- Plans for Success – Develops project plans required to implement projects and programmes of work; defines risks and benefits of work and pro-actively manages
- Solves Problems – Recognises and balances the different interests of stakeholders when making decisions
- Acts Commercially – Creates a business case for business projects when required
- Builds Teams – Works collaboratively and encourages cross disciplinary working between teams
- Customer Focus – Proactively seeks customer feedback and acts upon it
- Leads Change – Challenges the current perspective to drive continuous improvement

- Leads Authentically – Challenges processes which are ineffective providing direct and timely feedback; finds the right balance between frankness and respect; always delivers on work promises and deadlines
- Communicates Effectively – uses communication skills to influence colleagues and senior managers; switches easily from high level to detailed information as needed; reads and adapts to visual cues in a high pressured environment
- Responsible for Brand and Product Integrity

**Experience and Qualifications**

- Proven track record in either growing or people management, ideally will have element of both, or demonstrate ability to develop both
- Fresh produce / food production / agricultural / horticultural background.
- Effective communication skills
- Excellent organisational skills and attention to detail
- Demonstrated ability to work effectively, both independently and in a team environment, in an atmosphere of multiple projects, shifting priorities, and deadline pressures
- Ability to address immediate problems, create instant, relevant decisions to ensure continuous customer satisfaction
- Ability to remain calm under pressure
- Ability to understand budgets, management accounts and product costings

**Other Significant Role Requirements:**

- Driving licence
- Valid Passport (no travel restrictions)

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_