

Manulife Investment Management Forest Management (NZ) Limited

Assistant Land Manager

Rotorua

Our Business

Manulife Investment Management Forest Management (NZ) Limited (MFM (NZ)), formerly Hancock Forest Management (NZ) Ltd, was established in 2004 to manage forests on behalf of Manulife Investment Management Timberland and Agriculture Inc's (MIMTA) clients. MIMTA is one of the longest-tenured and largest timberland investment managers in the world and forms part of Manulife's Global Wealth and Asset Management business.

In Aotearoa, MFM (NZ) protects and manages approximately 200,000 hectares of plantation forest on behalf of three clients, producing an annual harvest volume of approximately 4.7 million m³. Providing a safe and inclusive workplace for our employees and contractors is our highest priority. It's also our goal to protect the future productivity of the land and ensure that the soil, water, biodiversity, and community values of the forests we manage are maintained or improved over time.

The Role

As the investment and property manager for our clients, we must ensure all fiduciary and legal obligations are fulfilled as a freehold landowner and as required under various forest agreements. Our small, dedicated land team manage these requirements while safeguarding the interests of our investors. Their roles require them to build enduring business relationships with forest agreement partners, their representatives and associated third parties. No two days are alike for this role where you will be involved in the preparation of management plans, quarterly and annual reporting, liaison with agreement partners and other external stakeholders (legal counsel, surveyors), supporting operational staff and much more.

What We Can Offer You

MFM (NZ) is one of New Zealand's largest forest management companies and will offer a competitive package to our chosen candidate. Along with base salary and annual bonus we also provide a suite of benefits including health insurance, trauma, income protection and life insurance, additional KiwiSaver contributions, gym subsidy, long service leave and now also paid parental leave. Generous financial support for formal external tuition can be accessed to ensure our employees can learn and grow while working with us. MFM (NZ) also supports employee health and wellbeing and the importance of work/life balance and provides flexible work arrangements wherever possible.

What We're Looking For

Ideally, we are searching for someone with a property management, council, commercial or legal executive background as many skills will be transferable to the forestry industry. As we regularly deal with Iwi, candidates need a strong cultural awareness and understanding of Māori protocols and the Treaty of Waitangi. A respectful and professional approach is needed to build close working relationships with external stakeholders and internal colleagues. Someone with a detailed and methodical approach will be highly sought after to ensure projects are seen through to completion.

To Apply

More information including a detailed job description can be found on our website www.manulifeim.com/timberland/new-zealand. Please send applications in the form of a cover letter and CV to our Human Resources Team at mfmnzcareers@manulife.com by 7 August 2022.

MFM (NZ) is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, disability, or age. MFM (NZ) values diversity and inclusion and is comfortable to provide any reasonably necessary accommodation to foster such a workforce.

Assistant Land Manager

Manulife Forest Management (NZ) Ltd

July 2022

Reporting to	Land Manager
Location	Rotorua
Number of reports	Nil
Primary Relationships Internal	Land Management Team Forest Management Team Harvest Planning & Engineering Team Harvesting Team Resources Team Finance Team Environment Team Senior Leadership Team MFM (NZ) Estates contracted Legal Council
Primary Relationships External	Agreement Partners (Lessors, Grantors, Land Trusts/Incorporations) Agreement Partners – contacts – Administrators, Accountants, Lawyers Neighbours or other land related stakeholders Surveyors

Overall Objective

As part of the MFM (NZ) land team, work to ensure forest agreement obligations are met while protecting the rights afforded to our clients under these agreements is maintained. Contribute to the management of our client's freehold estate. Contribute to ensure MFM (NZ)'s license to operate in the community is protected and its FSC / PEFC status is not at risk.

Team Accountabilities

1. Ensure that MFM (NZ) as investment and property manager, fulfills, on behalf of our clients, all fiduciary and legal obligations as a freehold landowner and as required under the various forest agreements.
2. Liaise with internal MFM (NZ) managers and team members to ensure the interests of our clients are protected while meeting all forest agreement obligations and those of a freehold landowner.
3. Build enduring business relationships with forest agreement partners, their representatives and associated third parties.
4. Work with client appointed lawyers on legal matters.
5. Identify areas of risk to achieving above (1-4) and implement processes and or checks to eliminate or mitigate these risks.

Role Accountabilities		Routine Tasks
1.	Forest & land management (legal and financial) (approx. 50%)	<ul style="list-style-type: none"> ▪ Preparation of annual reports / management plans – and maintain a register of progress. ▪ Preparation of requirements and work with client lawyers on legal matter – easements, license’s, operational agreements. ▪ Licence template control (land use Licences) ▪ Assist with land & agreement related enquiries or proposals including - dispositions / acquisitions. ▪ Contribute to the preparation of board papers or corporate approval notes in relation to land and forest agreement matters requiring board

		<p>approvals or sign off.</p> <ul style="list-style-type: none"> ▪ Ensure operations processes incorporate agreement obligations (e.g., employment, access rights) and fulfil FSC & PEFC stakeholder obligations. ▪ Investigate with MFM (NZ) planners access requirements and determine access rights. Where required coordinate consultation for legal access and work with client lawyers to achieve the appropriate legal form relevant to each situation (access licence, easement). ▪ Periodic correspondence with agreement partners. ▪ Financial cost model maintenance.
2.	Harvest & forest operations consultation / co-ordination (approx. 10%)	<ul style="list-style-type: none"> • Co-ordinate consultation with internal staff for accurate reporting to agreement partners in relation to harvest planning, harvesting operations, and forest operations (annual)
3.	Client asset management (approx. 40%)	<ul style="list-style-type: none"> • Manage third party telecom site agreements located on client's land – agreement and rental reviews. • Manage client's telecom site agreements located on neighbouring blocks. • Building asset management.

Technical Skills and Experience

- Tertiary qualifications and experience in Property Management, Legal, Accounting, or other relevant discipline preferred.
- Understanding of land use economics (discounted cash flow, ROI, IRR) and a high level of confidence in using the Microsoft suit of applications (Excel, Word, PowerPoint)
- Understanding of legal documents:
 - Leases & Forestry Right Agreements
 - Easement instruments
 - Land Titles
- An understanding of Māori protocol, the Treaty of Waitangi, and a strong sense of cultural awareness.
- Solid relationship management and customer service skills in order to deal with people from all walks of life.
- Strong eye for detail and a methodical approach to tasks ensure projects are seen through to completion.

Manulife Leadership Capabilities, Skills & Mindset

Energize - Inspires and embraces change, sees it for the opportunity it can be, and engages others to do the same.

- **Communication** - You express ideas clearly, tactfully, and authentically. People understand what you say and embrace your thinking.
- **Enable change** - You inspire and adapt to change. You bring about changes to enable MFM (NZ) to better serve our employees, clients, customers and stakeholders. You navigate through change while staying focused on goals.
- **Growth mindset** - You understand both your own strengths and development areas. You're both curious about and open to continual personal growth and career development. You seek to learn about our global organization and how to leverage ideas and perspectives from diverse and distributed groups of stakeholders and colleagues.

Connect - Nurtures relationships and fosters a high-performance culture based on authenticity, trust, connection, and collaboration.

- **Collaboration** - You listen, show respect, and cooperate. You seek opportunities to work with members of other teams if you think it will produce superior solutions.

- **Develop & coach** - You look for ways to develop, motivate, recognize, improve, and maximize the performance of others. You build confidence, unlock potential, and provide support to drives engagement.
- **Inclusion & wellbeing** - You embrace the fact that we're a global organization with many diverse perspectives. You foster a culture that inspires everyone to bring their authentic self to work and help them to excel, both personally and professionally. You take interest in people's lives and show it by your actions.

Excel - Takes bold steps in delivering sustainable results by staying current on MIMTA's global strategy, business goals and customer needs.

- **Delivering results** - You know how to gather information, assess alternatives, figure out what's important, then take action. You can set goals, allocate resources, monitor progress, and measure results.
- **Global business & technical acumen** - You know how MFM (NZ) and MIMTA operate, as well as the global market. You know how to incorporate an enterprise-wide perspective and leverage your and functional knowledge to find customer centric technical solutions. And what you don't know, you find out.
- **Accountability** - You own the outcome, whether it's positive or negative. You inspire and expect great performance, both from yourself and those around you. You pro-actively identify, communicate, and mitigate risks.

MIMTA and MFM (NZ) Values

