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**Role Profile**

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| Job Title | **Leaf Supervisor** |
| Job Holder |  |
| Reports To | **Leaf growing manager or Leaf Executive** |
| Leadership Passage | **MANAGE SELF** |
| Function | **OPERATIONS** |
| Sub Function | **LEAF** |
| Location | **Growing Areas (Gia lai, dak lak, tay ninh, cao bang, lang son)** |
| Date | **DeC, 2018** |

**Purpose Statement**

*This is a clear and brief statement of why your job exists and what contribution it is expected to make. It should summarize the overall role of your job from the organization’s point of view. Use only a single sentence of no more than three or four lines.*

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| * Ensure all direct reports understand all relevant guidelines and policies that must be followed * To insure that farmers follow BATJV growing recommendations to maximise the benefit to the company and to the farmer. * Farmers must adhere to all BAT group guidelines in relation to child labour, use of agrochemicals, Environmental, Health and safety and Sustainable Tobacco Production (STP). * They are responsible for collating all the agricultural input needs of the farmer to the LGM well in advance to meet the timing needs of the crop. * Weekly reports to be submitted to the LGM on the progress and potential outcomes of the crop are expected to be informative and accurate |

**Dimensions**

*Use this section to identify in a quantitative way the significant areas on which your job has an impact. It may include pertinent statistics in 3 broad areas: Staff, Financial and Other. Dimensions should be:*

1. *Accurate definition of quantities*
2. *Annualized*
3. *Relevant to your job*

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| **Dimension** | **Detail** | **Quantity** |
| Direct reports |  | 4-10 technicians of supplier |
| Number of farmers to be controlled |  | 150 - 250 farmers/200 – 250 ha |
| Expected farmer visits per week |  | 50 |

**Key Accountabilities**

*Your job’s key accountabilities should:*

1. *Be written in the format of the 2 Performance Dimensions for all roles*
2. *Identify outputs, areas for which job is "accountable", not process by which achieved.*
3. *Be written in VERB-OBJECT-END RESULT format.*
4. *Be under the job holder's control; fair measures of performance are indicated.*
5. *Be not too broad and vague, or too detailed.*
6. *Not be too many or too few (5-8)*

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| **i. Business**  *This accountability area puts an emphasis on results within an individual job/department/function business unit. These include the job’s contribution to the business financial results; growing volume, share, profit, cash flow and other hard measures of success.* |
| * Deliver target quantity and quality whilst controlling costs of production. |
| **ii. People**  *This accountability is about contributing to the talent, leadership and personal development agenda as well as organizational productivity. Full performance in this area energizes you, your peers and direct reports. This includes enabling people and units to perform their very best in line with the company’s strategy and vision, and also development a pipeline of potential successors.* |
| * **Leadership** * Become a respected partner whose advice is listened to and implemented in the field. * Be seen as a respected leader by direct reports and identify their development needs * **Management** * Make sure all reports follow the business plans for the area. * Agrochemical usage * EH&S * STP * Child labour. * **Relationships** * Make BATJV the preferred partner for growing tobacco through solid relationships with the farmers. Commune leaders and district government * Make relationship with BAT JV partner at leaf growing area * **Innovation** * Record and monitor all data relevant to tobacco production and evaluate the season with the aims of improving farmer’s standard of living and gaining greater benefit to the company. |

**Contextual Information**

*These sections of the Role Profile are intended for specific comments which add significantly to the framework of your job as outlined in the Purpose and Key Accountability statements.*

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| **i. Context**  *The environmental context within which the job is placed (particular political, legal or social factors for example).* |
| * The job is solely focused on remote agricultural communities comprising of farmers with relatively low levels of education. The location of the job dictates that the standard of living is considerably lower than that found in the provincial capitals and candidates must be able to cope with this for the duration of their employment. A confident individual with a sociable disposition is a must. * The controlling political structure needs to be understood and solid relationships need to be built at the commune level to gain ongoing commitment for BATJV growing programs. Leadership to party’s staff must adhere to all agreement with BAT JV and remain a respected ambassador of the commitment at all times. |

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| **ii. Knowledge, Skills and Experience** | | |
| **iia. Functional Success Criteria**  **This section is applicable to Management roles only.**  *Please indicate the key functional success criteria, level and description required to perform well in the role.* | | |
| **Success Criterion** | **Level** | **Description** |
| N/A |  |  |

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| **iib. Other Knowledge, Skills and Experience**  *Imagine you are recruiting to fill your job. What are the 'must have' work experience and expertise which are critical to carry out your job competently and effectively.* |
| * University Agriculture Graduate or other but have basis knowledge agronomy. * Good communication skills in Vietnamese. * Ability to manage direct reports and help in there development * Some level of English is must be communicated in medium levels. |

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| **iii. Key Success Factors**  *Highlight the key areas where success will significantly contribute to the overall achievement of your job this year.* |
| * Effective implementation of best practices * Manage trials for tobacco productivity improvement * Strong rapport with the partner, farmers, community leaders, local government public representatives. |

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| **iv. Working Relationship**  *Describe the most important internal/external relationships needed for your job to function effectively.* |
| **Internal:** |
| * BATJV company employees |
| **External:** |
| * Be able to gain the trust of farmers, technicians of suppliers and local Government officials in order to be successful in the day to day activities and have potential to develop to positions of higher responsibility. |

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| **v. Working Conditions**  **This section is applicable for Non-Management Operations roles only.**  *For each listed characteristic of the working environment to which the position is consistently exposed, indicate the frequency of exposure and examples using the following:  -* ***Frequent (F)*** *- occurs daily and/or weekly on a regular basis -* ***Occasional (O)*** *- occurs few times over several months on an irregular basis -* ***Infrequent (I)*** *– occurs rarely within a year -* ***Not Exposed (NE)*** *– not exposed to this working environment characteristic* | | | |
|  | | | |
| ***Characteristics of work environment. This position is consistently exposed to:*** | ***Frequency*** | | ***Examples*** |
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| **A. Hazardous Conditions (**which require high level of attention to avoid injury) | | | |
| * Chemicals | |  |  |
| * Electricity | |  |  |
|  | | | |
| **B. Physical Stress** | | | |
| * Continuous lifting of weights between 11.4 kg to 22.7kg | |  |  |
| * Continuous lifting of weights between 6.9kg to 11.3kg | |  |  |
| * Continuous lifting of weights of 6.8kg or less | |  |  |
|  | | | |
| **C. Work Environment** | | | |
| * Extreme variations in temperature, lighting or noise^ | |  |  |
| * Moderate variations in temperature, lighting or noise^ | |  |  |
| * Nominal variations in temperature and/or lighting^ | |  |  |
| ^Industrial Norms for factory: 1) Temperature: 23 to 27ºC; 2) Lighting: 100 to 200 lux; 3) Noise: not more than 85dBA | | | |

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| **vi. Additional Comments**  *ONLY use this section to provide any essential and relevant information which does not fit easily under any of the other headings.* |
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**Organisation Chart**

Insert the organisation chart of the department here. *(please see attached)*

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| **Job HOLDER:** |  | **Signature:** |  |
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| **REVIEWED BY:** |  | **Signature:** |  |