



Senior Forest Officer Planning Position Description

Sustainable Timber Tasmania is a Government Business Enterprise with responsibilities for managing approximately 800,000 hectares of Tasmanian public production forest. STT undertakes forestry operations on this land and sells forest products. STT's purpose is to be a customer-focused and financially viable forest products and services provider, sustainably managing Permanent Timber Production Zone land for multiple-use as a community asset.

ORGANISATIONAL CONTEXT

Division:	Forest Products	Group:	Production
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POSITION PURPOSE

The Senior Forest Officer Planning is responsible for delivering the regional wood production plans to meet agreed targets in a safe, commercial and environmentally sound manner.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10242	Coordinator Planning (10185)	Nil	Derwent Park
10243	Coordinator Planning (10185)	Nil	Geeveston
10251	Coordinator Planning (10378)	Nil	Smithton
10256	Coordinator Planning (10379)	Nil	Perth
10345	Coordinator Planning (10379)	Nil	Scottsdale
10254	Coordinator Planning (10379)	Nil	Perth

Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2018
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Broadband Classification	D
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Working relationships	Maintain close relationships with key stakeholders including; harvesting and transport contractors and Land Management staff.
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POSITION ACCOUNTABILITIES

Duties and responsibilities include, but are not limited to the following:

- Develop and implement tactical and operational programs to achieve economic, social and environmental targets as set by the business
- Prepare, certify and implement Forest Practices Plans to the agreed standards within the agreed timelines to conduct effective and compliant forest operations
- Liaise with Forest Practices Authority specialists on operational planning and practical implementation issues
- Identify potential risks to delivering programs and provide solutions and recommendations to overcome these challenges
- Assist with the preparation of budgets and plans for the program of work and monitor and report in accordance with the agreed guidelines
- Monitor and report on compliance with relevant Acts, Regulations and certification requirements and rectify any non-conformances
- Undertake operational performance and certification audits as required in accordance with the agreed audit processes
- Effectively resolve issues in order to achieve business objectives
- Identify and effectively respond to emerging stakeholder and community issues and implement stakeholder engagement processes to achieve planned activities and minimise potential adverse reputational or operational implications and to maximise the development of positive relationships

<ul style="list-style-type: none"> ▪ Develop and deliver project plans, within timelines, budget, cost benefit, risk analysis and manage resources to successfully deliver and implement projects in accordance with the organisation's compliance obligations ▪ Prepare and deliver tactical and wood production plans in accordance with the agreed policies, processes and compliance obligations ▪ Coordinate tenders, prepare contracts and manage contractor relationship for planning activities ▪ Develop maps, plans, and reports to support planning and operations. 	
QUALIFICATIONS, SKILLS, ABILITIES AND EXPERIENCE	
<ul style="list-style-type: none"> ▪ Diploma in relevant industry qualification or demonstrated experience in a similar position ▪ Ability to successfully complete the Forest Practices Officer qualifications/course or its replacement as required ▪ Ability to achieve Australasian Inter-service Incident Management System (AIIMS) or its replacement as required ▪ Demonstrated experiencing in leading a small team to ensure targets are met within agreed safety and environmental standards ▪ Demonstrated experience in applying and auditing forest management functions, methods and processes to meet operational compliance obligations ▪ Experience in delivering contracts in a commercial environment ▪ Knowledge of relevant Codes of Practice, regulations, Australian Standards (or equivalent as appropriate) ▪ Strong understanding of computer packages and their applications 	
CAPABILITIES	
Leading and Deciding	Takes control and exercises leadership. Initiates actions, gives direction and takes responsibility.
Interacting and Presenting	Communicates and networks effectively. Successfully persuades and influence others. Relates to others in a confident and relaxed manner.
Analysing and Interpreting	Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicates well in writing.
Creating and Conceptualising	Open to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.
Organising and Executing	Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.
Adapting and Coping	Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.
Enterprising and Performing	Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business commerce and finance. Seeks opportunities for self-development and career advancement.
Organisational Values	Demonstrated commitment to the promotion of the organisational values and ensures all tasks are completed safely and consistently with the values.
SPECIAL CONSIDERATIONS	
<ul style="list-style-type: none"> ▪ Participate in fire management and suppression activities, including being on the fire roster, and playing a role in the Inter-Agency AIIMS Incident Management Teams as required ▪ Must undertake and pass the annual fire fighter health risk evaluation, comprising both the medical assessment and the fitness test ▪ Hold a current manual driver's licence ▪ Required to participate in the Performance Development process 	

- Required to achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role
- Must comply and adhere to the organisations policies and procedures, including the Code of Conduct
- Out of hours work maybe required and all staff are to be available for rostered fire duties on weekends, public holidays and outside normal work hours
- Must adhere to duty of care responsibilities to yourself and others under health and safety legislation