



## Position Description

### Senior Forest Officer Planning

Sustainable Timber Tasmania (STT) is a Government Business Enterprise with responsibility for managing approximately 800,000 hectares of Tasmanian public production forest. As a land manager and as a provider of renewable forest products, sustainability is at the heart of everything STT does. It's the long-term future for our business and includes sustainably managing the forest estate, sustainably supplying timber; and sustainably growing our business.

#### ORGANISATIONAL CONTEXT

**Division:** Forest Products      **Group:** Production

#### POSITION PURPOSE

The Senior Forest Officer Planning assists with the development of the regional wood production program.

#### POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10242 + 10243	Coordinator Planning (10185)	Nil	South
10251 + 10258	Coordinator Planning (10378)	Nil	North West
10256 + 10254 + 10345	Coordinator Planning (10379)	Nil	North East

**Industrial Instrument**      Sustainable Timber Tasmania Enterprise Agreement 2018

**Broadband Classification**      D

#### KEY COMMUNICATIONS

Internally the position liaises with:

- The Conservation Planner and Resource Planning Analyst on operational and three-year planning matters
- Sales and Harvesting, Roding, Reforestation and Fire Management Teams in compiling Forest Practices Plans
- Land and Property team for leases and licence information
- Internal Auditors

Externally the position communicates with:

- The Forest Practices Authority and specialists on matters relating to operational planning
- Stakeholders including neighbours
- Apiarists and Tourism in developing operational plans
- External Auditors
- Local Government Councils and utilities in consultation for Forest Practices Plans.

#### POSITION ACCOUNTABILITIES

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

- Manage employee and contractor safety in accordance with work health and safety legislation, procedures, contractual arrangements and plans to achieve corporate safety goals
- Coach, mentor and provide clear direction to team members to meet agreed business objectives, address performance issues and implement performance and development plans
- Prepare and deliver strategic and tactical plans to meet legislated and contracted wood supply targets within timelines, budget, cost benefit, risk analysis and manage resources to successfully deliver and implement projects in accordance with the organisation's policies, procedures compliance obligations
- Prepare and certify Forest Practices Plans to the agreed standards within the agreed timelines to conduct effective and compliant forest operations
- Identify potential risks to delivering programs and provide solutions and recommendations to overcome these challenges

- Manage contracts, manage contractor and other stakeholder relationships
- 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, rectify any non-conformances and undertake operational performance and certification audits in accordance with the agreed audit processes
- 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.

#### QUALIFICATIONS, SKILLS, ABILITIES AND EXPERIENCE

- Diploma in relevant industry qualification or demonstrated experience in a similar position
- Forest Practices Officer qualifications or its replacement as required
- Able to achieve Australasian Inter-service Incident Management System (AIIMS) or its replacement as required.

#### Experience:

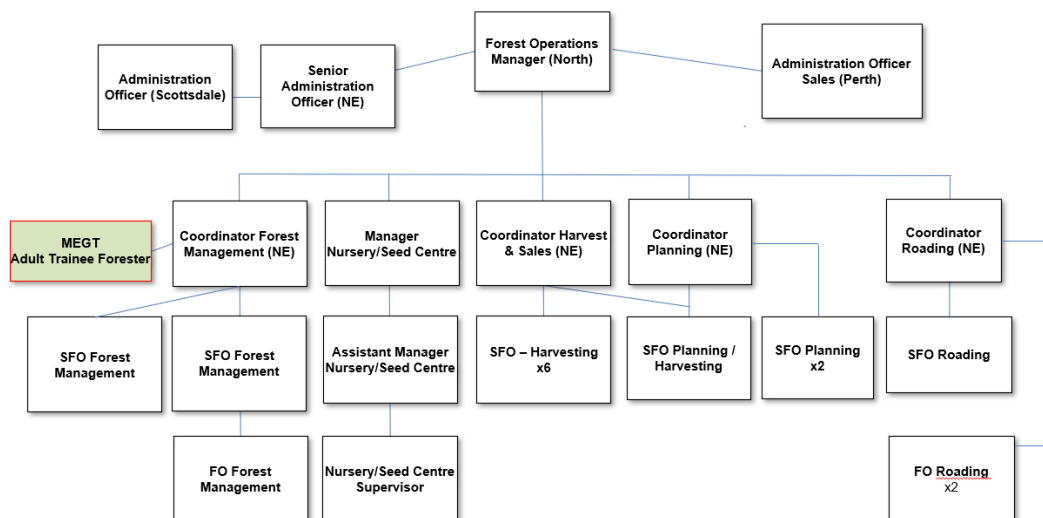
- Coaching and mentoring a small team to meet targets within agreed safety and environmental standards
- Applying and auditing forest management functions, methods and processes to meet operational compliance obligations
- Preparing and delivering contracts in a commercial environment
- Applying knowledge of relevant Codes of Practice, regulations, Australian Standards (or equivalent as appropriate)
- Learning and using computer packages and their applications.

#### CAPABILITIES – SUPERVISOR / TEAM LEADER (see Capabilities Framework for more detail)

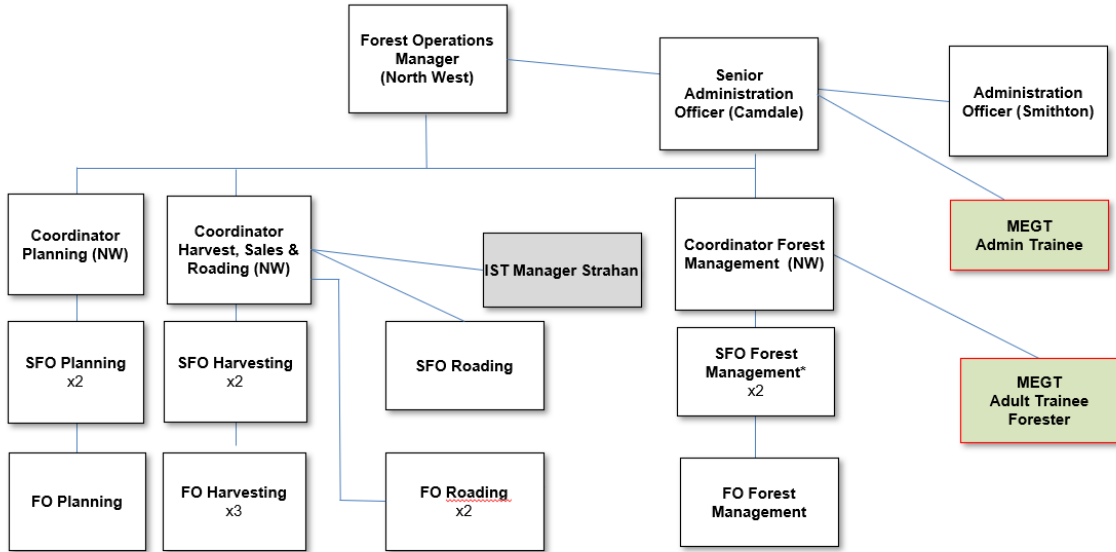
<b>Leads Business</b>	Continuous Improvement	Consistently striving to improve processes, systems and products to drive efficiencies and build customer value.
	Prioritising and Planning	Defining individual and team work priorities, actions plans and resources to facilitate the efficient delivery of work.
	Decision Making	Applying a systematic process for evaluating and selecting the most appropriate course of action given available information.
<b>Leads People</b>	Coaching	Provides guidance and shares knowledge, approaches and information to build knowledge and skills to achieve work objectives.
	Delegating and Empowering Others	Sharing responsibility down through the business unit to grow capability and effectively achieve team objectives.
	Facilitating Change	Encouraging others to improve processes, systems and products; leads change initiatives helping others to overcome resistance and adapt to new ways of working.
<b>Engages Others</b>	Building Partnerships	Proactively builds and maintains collaborative business relationships with people inside and outside (if relevant) of STT to facilitate the effective delivery of business goals.
	Influencing Others	Formulates a persuasive argument to build commitment to an agenda or influence others' commitment to a course of action or plan.
	Building Customer Relationships	Initiates, builds and maintains strategic customer relationships to facilitate the effective delivery of business goals.

<b>Leads Self</b>	Courage	Proactively addresses difficult situations, advocates for others and takes definitive actions to protect the interest of individuals, the organisation and the environment.
<b>Values</b>	1.	Respect – We create safe spaces
	2.	Responsibility – We take ownership
	3.	Growth – We create sustainable value
	4.	Excellence – We make it happen
<b>CHALLENGES</b>		
<p>The main challenges facing the position include:</p> <ul style="list-style-type: none"> <li>Meeting deadlines and prioritising work given the dynamic nature of the role which includes daily interactions with contractors, seasonal involvement with bushfires</li> <li>Communicating with stakeholders given the potential for adverse reputational or operational implications</li> <li>Managing Workplace Health and Safety compliance given the hazardous nature of forestry work.</li> </ul>		
<b>OTHER REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>Be physically fit and able to undertake field work in remote forest locations</li> <li>Participate in bushfire activities and pass the annual fire fighter health evaluation comprising a medical assessment and fitness test</li> <li>Hold a current driver's licence (preferably manual)</li> <li>Complete the annual Performance Development process</li> <li>Achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role</li> <li>Comply and adhere to the organisation's policies and procedures, including the Code of Conduct</li> <li>Be available for rostered fire duties on weekends, public holidays and outside normal work hours</li> <li>Adhere to duty of care responsibilities to yourself and others under health and safety legislation.</li> </ul>		
<b>ORGANISATION CHART</b>		

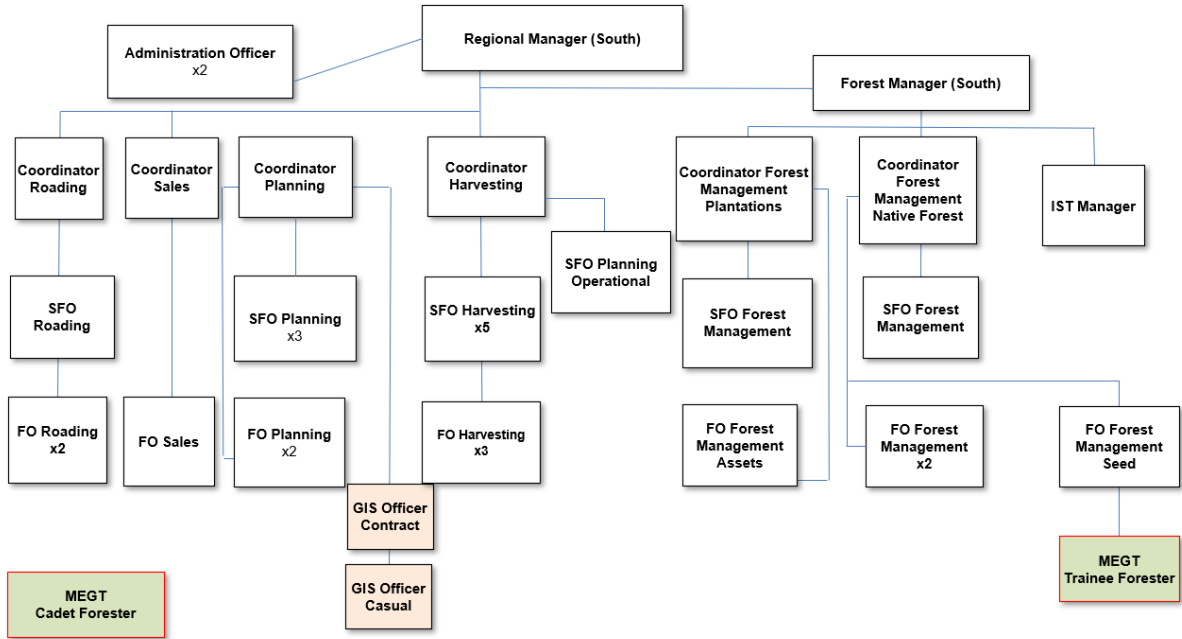
### Forest Products (North East)



## Forest Products (North West)



## Forest Products (South)



I have read, understand and will comply with the requirements of the position as stated above.

\_\_\_\_\_  
Name and signature

\_\_\_\_\_  
Date