



## Position Description Forest Officer Harvesting

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

<b>Division:</b>	Forest Products	<b>Group:</b>	Production	
<b>Position No.</b>	<b>Reports To</b>	<b>Direct Reports</b>	<b>Location</b>	
10199 MQ	SFO Harvesting (10204) Matt J	Nil	South	
10340 DH	SFO Harvesting (10195) S Marriott	Nil	South	
10213 NP	SFO Harvesting (10204) Matt J	Nil	South	
10216 M Mc 10356 MF 03859 NH	Coordinator Harvest, Sales & Roading (NW) (10190)	Nil	North West	
<b>Industrial Instrument</b>	Sustainable Timber Tasmania Enterprise Agreement 2018			
<b>Broadband Classification</b>	C			

### POSITION PURPOSE

The FO Harvesting assists the delivery of regional wood production plans to meet agreed targets in a safe, commercial and environmentally sound manner.

### POSITION ACCOUNTABILITIES

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

- Contribute to contractor and staff safety compliance in accordance with work health and safety legislation, business procedures and contractual arrangements and to achieve corporate safety goals
- Foster teamwork and provide consistent, timely and accurate advice and customer service to internal and external stakeholders that is consistent with organisational policies and guidelines
- Develop positive relationships with stakeholders to achieve planned activities and minimise potential adverse reputational or operational implications
- Assist with the delivery of tactical and operational programs and projects safely, efficiently, within budget and to meet the organisation's compliance, economic, social and environmental obligations and targets
- Prepare and implement Forest Practices Plans to the agreed standards within the agreed timelines to conduct effective and compliant forest operations
- Monitor, report and input data as required for the forest estate, including conducting operational performance and audit processes e.g. environmental compliance, reforestation programs and contractors to ensure operational targets, quality standards and compliance obligations are met
- Report on compliance with relevant Acts, Regulations and forest certification standards to meet legal and certification requirements and rectify any non-conformances
- Conduct inspection of logs and delivery dockets at customer sawmills, weighbridges, log yards and log trucks
- Investigate and report illegal forest activities.

### KEY COMMUNICATIONS

- Internally the position provides information and advice to internal and external stakeholders consistent with organisational policies and guidelines
- Externally the position liaises with Forest Practices Authority specialists on operational planning and practical implementation issues

<b>QUALIFICATIONS AND EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>▪ Able to achieve a Certificate IV or Diploma in Forest Operations or other relevant courses or demonstrated experience in a similar position</li> <li>▪ Certificate II in Public Safety (Firefighting Operations) to strengthen firefighting teams</li> <li>▪ Forest Practices Officer Inspecting accreditation or its replacement</li> <li>▪ Experience delivering commercial forestry practices and operations in accordance with FPP and operational program/project plans</li> <li>▪ Understanding and application of forest management functions, methods and processes to meet safety, environmental and compliance obligations</li> <li>▪ Skills to oversee contractor's performance to meet forest safety and operational program targets.</li> </ul>		
<b>CAPABILITIES – TEAM MEMBER (see Capabilities Framework for more detail)</b>		
<b>Leads Business</b>	Continuous Improvement	Consistently striving to improve processes, systems and products to drive efficiencies and build customer value.
	Managing Priorities and Workflow	Defining work priorities, action 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>Engages Others</b>	Collaborating	Leveraging the skills, knowledge and expertise of others within and across teams to effectively deliver work outcomes.
	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 Commitment	Takes responsibility for customer satisfaction and building sustainable customer relationships by delivering quality outcomes and resolving issues that arise.
<b>Leads Self</b>	Courage	Proactively confronts difficult situations, takes definitive actions to protect the interest of others, their team and the organisation.
	Adapt and Respond to Change	Adapts to changing requirements, accepts new ways of working with positivity and aligns behaviours to support change.
	Action Orientation	Takes independent, prompt action to overcome barriers, respond to changing circumstances and deliver positive outcomes.
	Quality Orientation	Produces work output with a high degree of accuracy, identifying and correcting errors or mistakes before delivering final work product.
<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	

## CHALLENGES

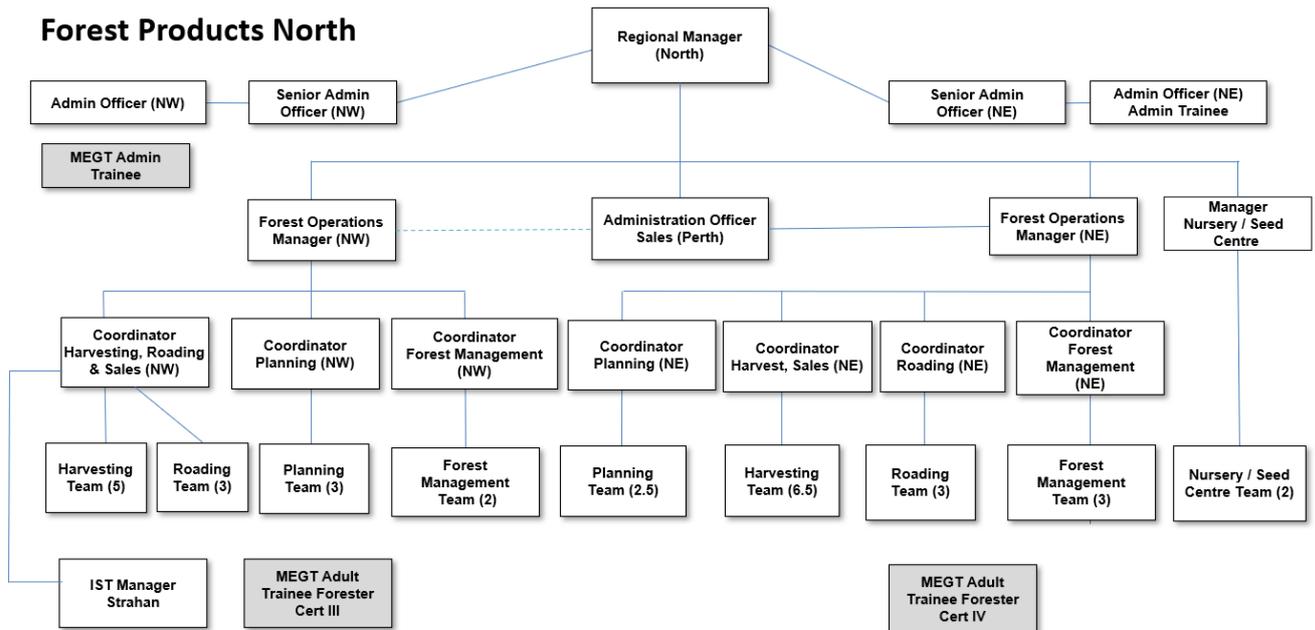
The main challenges facing the position include:

- Ensuring contractor compliance with STT procedural and reporting requirements
- Prioritising tasks that require equal attention
- Delivering a diverse program of operations to a defined standard within environmental and time constraints.

## OTHER REQUIREMENTS

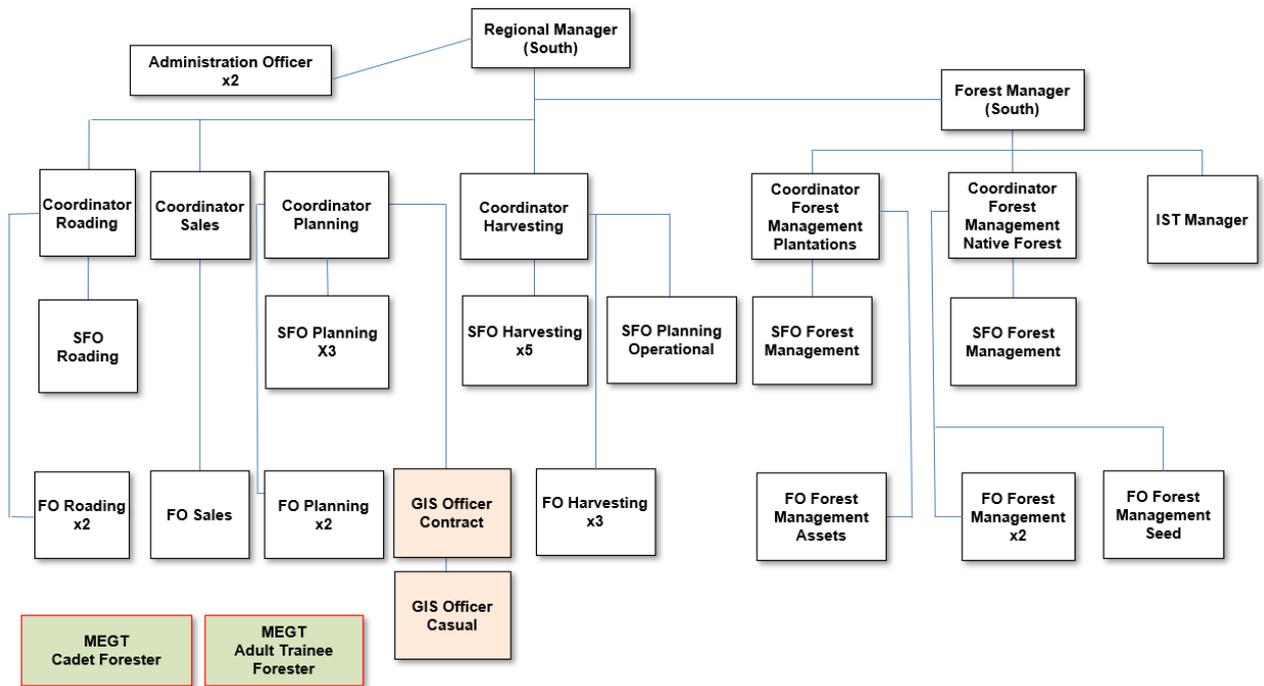
- Be physically fit and able to undertake field work in remote forest locations
- Participate in bushfire activities and pass the annual fire fighter health evaluation comprising a medical assessment and fitness test
- Hold a current driver's licence (preferably manual)
- Complete the annual Performance Development process
- Achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role
- Comply with and adhere to the organisation's policies and procedures, including the Code of Conduct
- Be available for rostered fire duties on weekends, public holidays and outside normal work hour
- Adhere to duty of care responsibilities to yourself and others under health and safety legislation.

## ORGANISATION CHART



See Southern Region Org Chart below.

# Forest Products South



I have read and understand the requirements of the position as stated above.

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Name and signature

\_\_\_\_\_  
Date