



Position Description Forest Officer Planning

Sustainable Timber Tasmania manages Tasmania's public production forest for a vast array of environmental, social and economic values. Managing these forest values respectfully, innovatively and sustainably is at the heart of everything we do. As a Government Business Enterprise, we are committed to sustainably managing the forest estate, sustainably supplying timber and sustainably growing our business. Sustainable Timber Tasmania is proud to be recognised as a Tasmanian Employer of Choice. Our people are key to the success of the business and we invest in the development of a flexible, diverse, supportive and inspiring workplace.

ORGANISATIONAL CONTEXT

Division:	Forest Products	Group:	Production	
Position No.	Reports To		Direct Reports	Location
10282 10359	Coordinator Forest Products - Planning (South) (10185)		Nil	South
10431 10432	Coordinator Planning (NW) (10378)		Nil	NW
10257 10345	Coordinator Planning (Northeast) (10379)		Nil	Northeast
Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2021			
Broadband Classification	C			

POSITION PURPOSE

The Forest Officer Planning assists in delivery of the 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:

- Foster teamwork to achieve group outcomes in a safe and environmentally friendly manner
- Undertake 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
- Assist with the preparation and delivery of strategic and tactical plans to meet legislated and contracted wood supply targets as per the organisation's policies and procedures
- Prepare Forest Practices Plans to the agreed standards within the agreed timelines to conduct effective and compliant forest operations
- Report on compliance with relevant Acts, Regulations and forest certification standards to meet legal and certification requirements and rectify any non-conformances
- Undertake operational performance and certification audits as required in accordance with the agreed audit processes
- Assist with the delivery of project requirements safely, efficiently, within budget and to meet the organisation's compliance obligations
- Assist with the maintenance of corporate information systems as required.

KEY COMMUNICATIONS

Internally the position liaises with:

- Regional work colleagues consistent with organisational policies and guidelines

Externally the position communicates with:

- Forest Practices Authority specialists on issues relating to operational planning and practical implementation
- Contract service providers

- Community stakeholders - Forest industry organisations		
QUALIFICATIONS AND EXPERIENCE		
- Able to achieve Certificate IV in relevant discipline or demonstrated experience in a similar position - Certificate II in Public Safety (Firefighting Operations) - Forest Practices Officer Inspecting accreditation (or ability to acquire) - Ability to deliver commercial forestry practices and operations in accordance with FPP and operational program/project plans - Ability to apply forest management functions, methods and processes to meet safety, environmental and compliance obligations - Able to oversee contractor operations to meet forest operational program targets		
CAPABILITIES – TEAM MEMBER (see Capabilities Framework for more detail)		
Leads Business	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.
Engages Others	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.
Leads Self	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.
Values	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: - Meeting deadlines and prioritising work given the dynamic nature of the role which includes daily interactions with contractors, seasonal involvement with bushfires - Communicating with stakeholders given the potential for adverse reputational or operational implications		

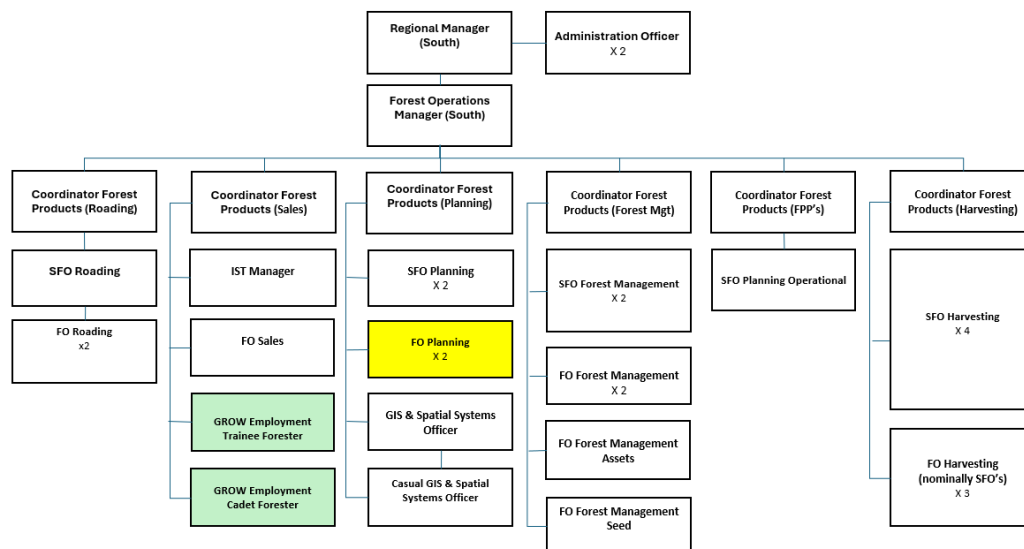
- Complying with Workplace Health and Safety policies and procedures given the hazardous nature of forestry work.

OTHER REQUIREMENTS

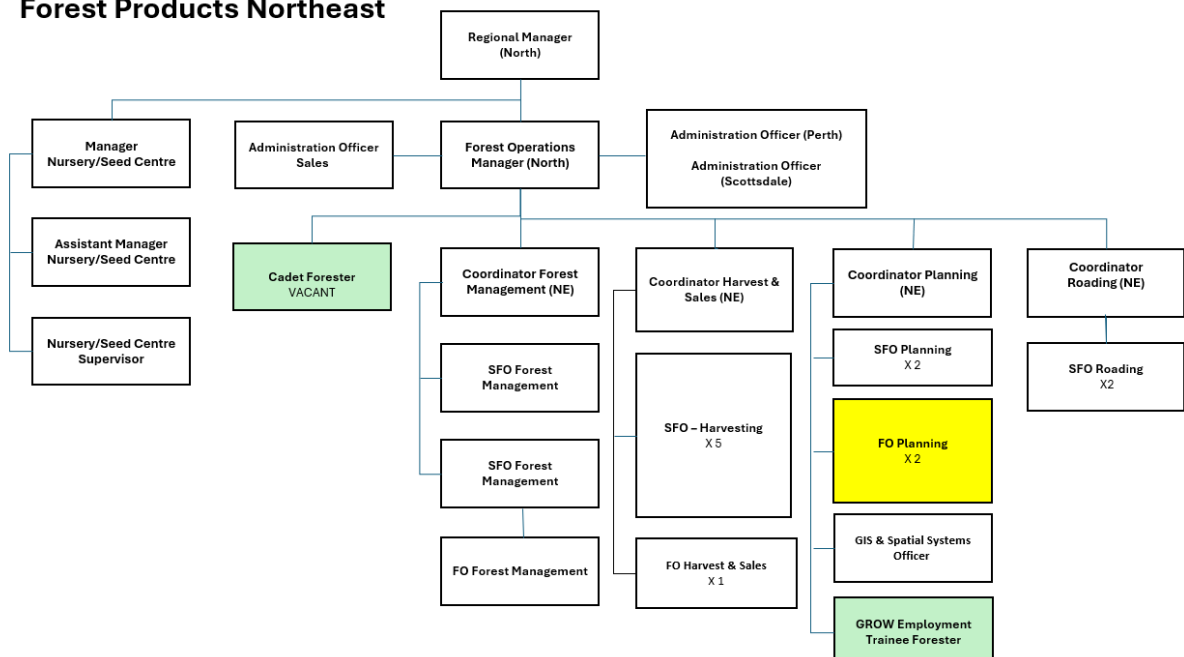
- Participate in fire activities as required and where required pass the annual fire fighter health risk evaluation comprising both the medical assessment and the fitness test
- Hold a current manual driver's licence
- Required to participate in the Performance Development process
- Required to achieve 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 may be 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

ORGANISATION CHART

Forest Products South



Forest Products Northeast



Forest Products Northwest

