



## Position Description Manager Corporate Relations

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 a 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

<b>Division:</b>	Conservation and Land Management	<b>Group:</b>	Corporate Relations
<b>Position No.</b>	<b>Reports To</b>	<b>Direct Reports</b>	<b>Location</b>
10486	General Manager Conservation and Land Management (10096)	Nil	Hobart

<b>Industrial Instrument</b>	Sustainable Timber Tasmania Enterprise Agreement 2025
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<b>Broadband Classification</b>	Band E
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### POSITION PURPOSE

To develop and maintain high-level strategic relationships with key external stakeholders including ministerial offices, government departments, policy influencers, peak industry bodies, environmental groups and corporate leaders. This role is crucial in positioning Sustainable Timber Tasmania (STT) within the broader political, regulatory, and industry landscape to advance its strategic objectives.

### POSITION ACCOUNTABILITIES

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

#### Stakeholder relations

- Build and maintain strong relationships with internal stakeholders, key government officials, members of parliament and advisers, decision-makers, industry bodies, environmental groups, and community representatives.
- Prepare briefings, submissions and stakeholder engagement materials for meetings with government and policy stakeholders.
- Identify and advocate for STT's interests on relevant policy and external issues including the development of STT position papers and responses to consultation.

#### Industry engagement and positioning

- Develop strategies to enhance STT's visibility, credibility and influence amongst key external stakeholders.
- Work collaboratively with STT's Communications Manager to deliver clear and compelling messaging on STT's sustainability practices, economic contributions, and commitment to stakeholder engagement.
- Identify and pursue opportunities for, and represent STT, at industry, government, and stakeholder forums and events, ensuring the business is seen as a leading voice in its sector and to drive business growth.

#### Strategic intelligence and issues monitoring

- Proactively monitor and analyse government policies and legislation and other external positions impacting the forestry industry and provide advice to senior leadership.
- Stay abreast of industry trends, emerging issues and risks across the political and corporate landscape and provide early warnings and strategic advice to protect STT's strategic objectives

#### Reputation and influence building

<ul style="list-style-type: none"> <li>Support internal executives in external engagements by providing backgrounders, talking points, and stakeholder intelligence.</li> </ul> <p>Drive proactive engagement strategies to build the STT's reputation as a trusted and informed contributor to policy and industry dialogue.</p>		
<b>KEY COMMUNICATIONS</b>		
<p><b>Externally</b></p> <ul style="list-style-type: none"> <li>Government stakeholders, industry stakeholders and networks, including various Departments and Ministers Office, customers, media, relevant professional associations, and members of the Tasmanian community</li> </ul> <p><b>Internally</b></p> <ul style="list-style-type: none"> <li>Executive Management Team, STT Board, Senior Managers, Communications and Engagement Team, STT employees</li> </ul>		
<b>QUALIFICATIONS AND EXPERIENCE</b>		
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Tertiary qualifications in business, communications, law, public policy, or a related field</li> <li>Extensive experience in government relations, public policy, stakeholder engagement, communications, or a related field</li> <li>Proven track record of success in building strong relationships with government officials, key stakeholders, and diverse audiences</li> <li>Excellent communication, presentation, and negotiation skills</li> <li>Strong analytical and problem-solving skills</li> <li>Ability to work independently and as part of a team</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>In-depth knowledge of the Tasmanian forestry industry and policy landscape</li> <li>Understanding of media relations strategies</li> <li>Excellent writing and editing skills</li> </ul>		
<b>CAPABILITIES – COST CENTRE MANAGER</b>		
<b>Leads Business</b>	Strategic Prioritising and Planning	Translates organisational strategy into clear priorities and plans for the business unit to execute.
	Business Acumen	Analysing and integrating a range of financial and business information to generate sound business plans and decisions.
	Operational Decision Making	Systematically seeking, integrating and analysing information, generating alternatives and weighing up ideas as well as consequences to make viable business decisions.
	Customer Focus	Keeping internal and external customers central to business priorities, decision making, processes, and team activities; maximising customer value through measuring and incorporating customer feedback.
<b>Leads People</b>	Coaching and Developing Others	Providing individual feedback, guidance and encouragement to help employees gain insight into their strengths and capability gaps, access appropriate development activities and achieve goals in their current and future roles.
	Guiding Team Success	Establishes team direction, structure, goals and responsibilities to enable the achievement of business goals.

	Innovation	Creating and supporting novel approaches to address challenging environmental, organisational, technical or commercial situations and problems, to drive efficiencies and create customer value.
	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.
<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>Balancing the needs and expectations of diverse stakeholders, including government, environmental groups, industry bodies, and local communities</li> <li>Navigating the ever-changing political landscape, building strong relationships with government officials, and advocating for the company's interests within a complex regulatory framework</li> <li>Staying aware and up to date on policy and other matters which may impact the company's interests</li> <li>Constant monitoring and adaptation of government relations strategies</li> </ul>		
<b>OTHER REQUIREMENTS</b>		
<ul style="list-style-type: none"> <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 with and adhere to the organisation's policies and procedures, including the Code of Conduct</li> <li>Adhere to duty of care responsibilities to yourself and others under health and safety legislation</li> </ul> <p>Fire is a big part of STT's operation and all employees are encouraged to participate in bushfire activities. If you choose to be involved in these activities this may include:</p> <ul style="list-style-type: none"> <li>Being available for rostered fire duties on weekends, public holidays and outside normal work hours</li> <li>Being physically fit and able to undertake field work in remote forest locations</li> <li>Passing the annual fire fighter health evaluation comprising a medical assessment and fitness test</li> <li>Holding a current manual driver's licence</li> </ul>		

# Conservation and Land Management

