



## Position Description

### Senior 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: | Planning       |            |
| Position No.             | Reports To                                            |        | Direct Reports | Location   |
| 10242<br>10243           | Coordinator Planning South (10185)                    |        | Nil            | South      |
| 10432<br>10479           | Coordinator Planning NW (10378)                       |        | Nil            | North West |
| 10256<br>10345           | Coordinator Planning NE (10379)                       |        | Nil            | North East |
| Industrial Instrument    | Sustainable Timber Tasmania Enterprise Agreement 2021 |        |                |            |
| Broadband Classification | D                                                     |        |                |            |

#### POSITION PURPOSE

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

#### 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.
- Prepare, certify and implement Forest Practices Plans to the agreed standards within the agreed timelines to conduct effective and compliant forest operations.
- Develop and implement tactical and operational projects and programs to achieve economic, social and environmental targets as set by the business in accordance with the agreed policies, processes and compliance obligations.
- Identify potential risks to delivering programs and provide solutions and recommendations to overcome these challenges.
- Coach, mentor and provide clear direction to team members to meet agreed business objectives, address performance issues and implement performance and development plans.
- Contribute to 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 as required.
- 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.

#### 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.

#### QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma in a 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:

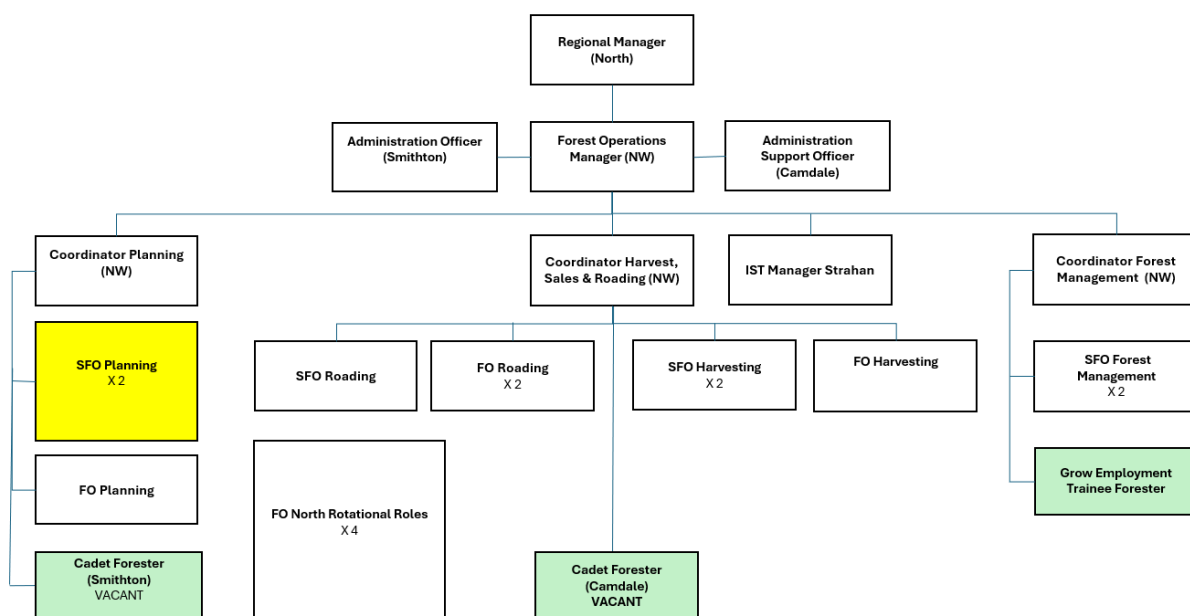
- Coaching and mentoring a small team to meet targets within agreed safety and environmental standards
- Applying and auditing forest management functions, methods and processes to meet operational compliance obligations
- Preparing and delivering contracts in a commercial environment
- Applying knowledge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

#### CAPABILITIES – TEAM MEMBER

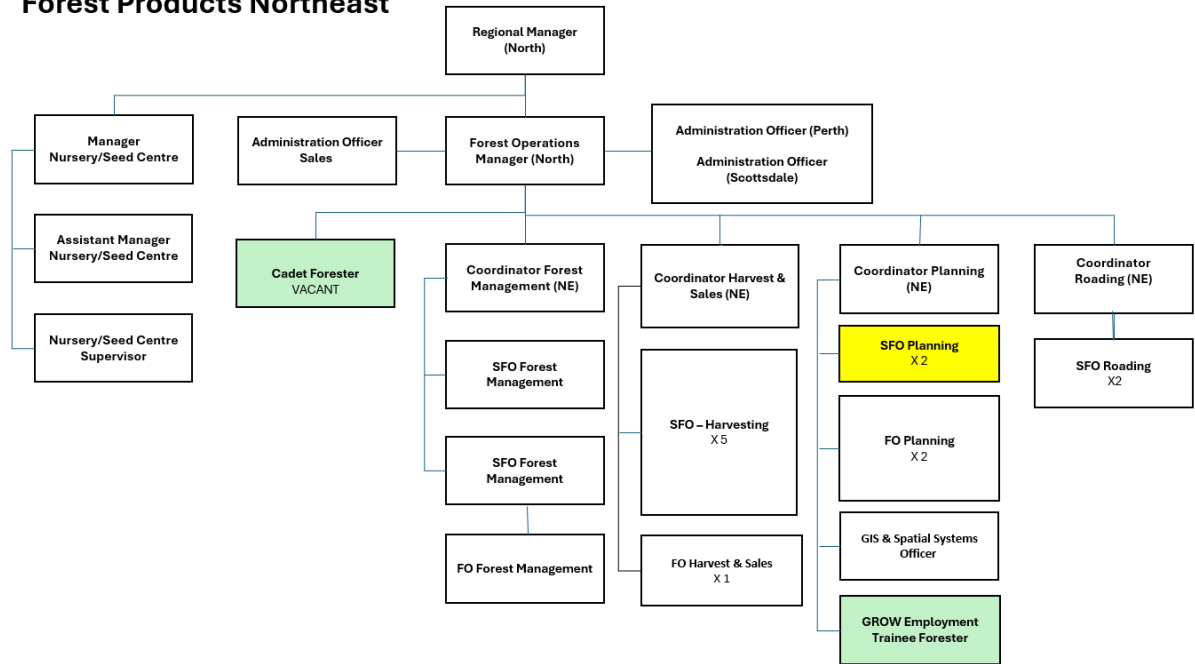
|                       |                                  |                                                                                                                                                                |
|-----------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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. |
| Values                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 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, external parties, 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>▪ Able to undertake field work in challenging conditions 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>▪ Participate in the 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 organisations 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                                                                                                                                          |

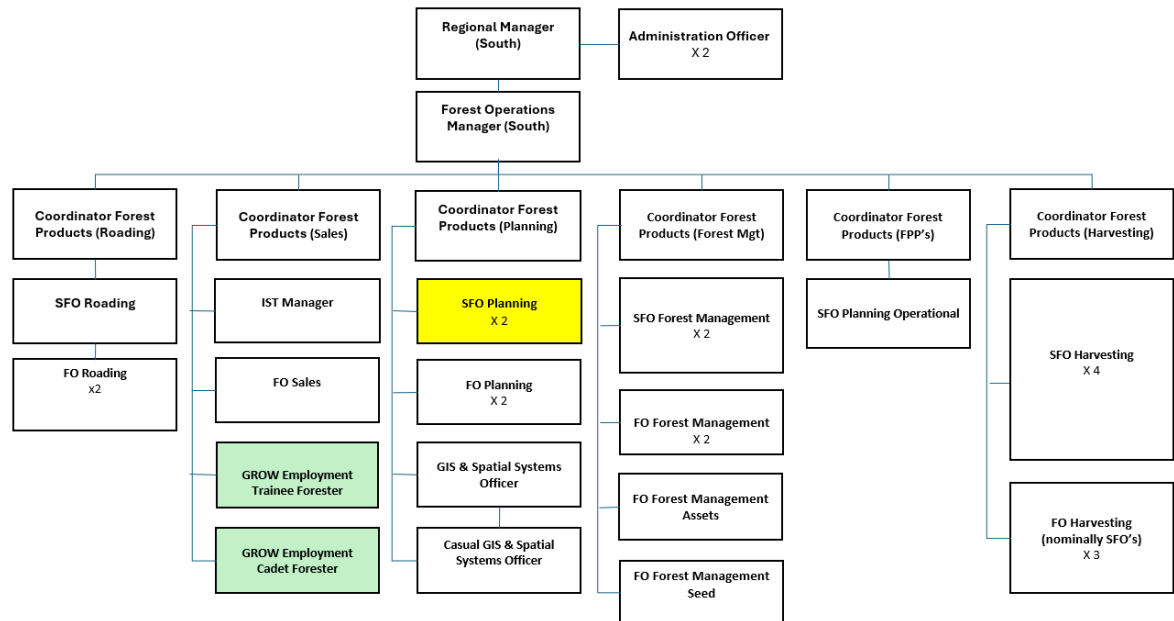
## Forest Products Northwest



## Forest Products Northeast



## Forest Products South





## Position Description Forest Officer Planning

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### ORGANISATIONAL CONTEXT

|                          |                 |                                                        |                |           |
|--------------------------|-----------------|--------------------------------------------------------|----------------|-----------|
| Division:                | Forest Products | Group:                                                 | Production     |           |
| Position No.             |                 | Reports To                                             | Direct Reports | Location  |
| 10282<br>10359           |                 | Coordinator Forest Products - Planning (South) (10185) | Nil            | South     |
| 10431<br>10432           |                 | Coordinator Planning (NW) (10378)                      | Nil            | NW        |
| 10257<br>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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                |                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Community stakeholders</li><li>Forest industry organisations</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                |                                                                                                                                                                |
| QUALIFICATIONS AND EXPERIENCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                |                                                                                                                                                                |
| <ul style="list-style-type: none"><li>Able to achieve Certificate IV in relevant discipline or demonstrated experience in a similar position</li><li>Certificate II in Public Safety (Firefighting Operations)</li><li>Forest Practices Officer Inspecting accreditation (or ability to acquire)</li><li>Ability to deliver commercial forestry practices and operations in accordance with FPP and operational program/project plans</li><li>Ability to apply forest management functions, methods and processes to meet safety, environmental and compliance obligations</li><li>Able to oversee contractor operations to meet forest operational program targets</li></ul> |                                                |                                                                                                                                                                |
| 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.                                               |
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| Engages Others                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Collaborating                                  | Leveraging the skills, knowledge and expertise of others within and across teams to effectively deliver work outcomes.                                         |
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| Leads Self                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Courage                                        | Proactively confronts difficult situations, takes definitive actions to protect the interest of others, their team and the organisation.                       |
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| Values                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1.        Respect – We create safe spaces      |                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2.        Responsibility – We take ownership   |                                                                                                                                                                |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 4.        Excellence – We make it happen       |                                                                                                                                                                |
| CHALLENGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                |                                                                                                                                                                |
| The main challenges facing the position include: <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></ul>                                                                                                                                                                                                                                                                                        |                                                |                                                                                                                                                                |

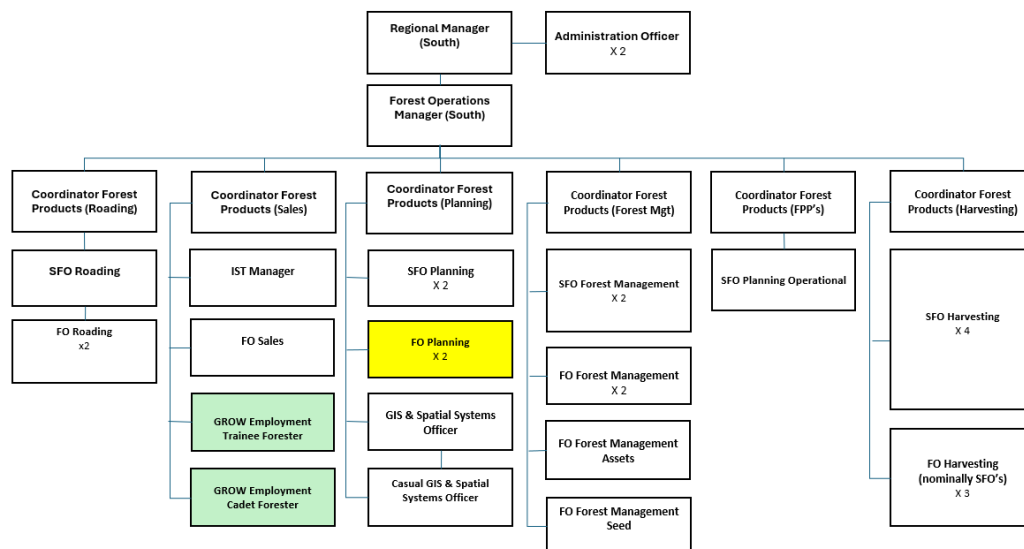
- Complying with Workplace Health and Safety policies and procedures given the hazardous nature of forestry work.

## OTHER REQUIREMENTS

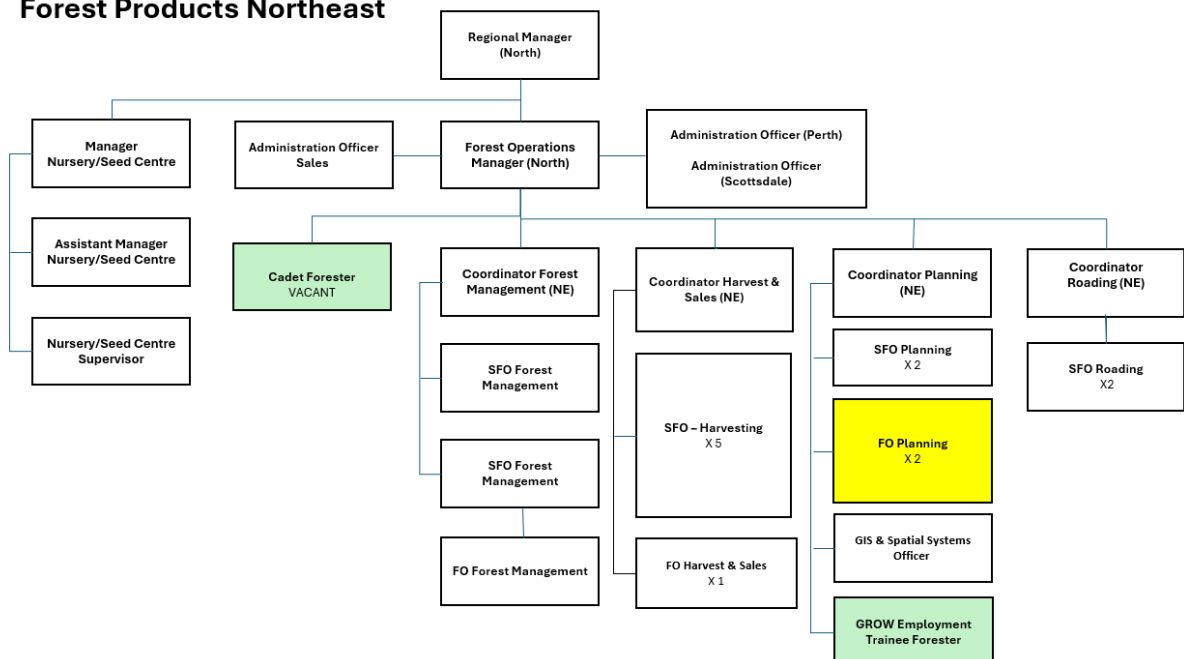
- Participate in fire activities as required and where required pass the annual fire fighter health risk evaluation comprising both the medical assessment and the fitness test
- Hold a current manual driver's licence
- Required to participate in the Performance Development process
- Required to achieve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

