



Position Description Manager Nursery / Seed Centre

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

Division:	Forest Products	Group:	Forest Management	
Position No.	Reports To		Direct Reports	Location
00199	Regional Manager North (10176)		<ul style="list-style-type: none"> Assistant Manager Nursery/Seed Centre (03074) Nursery/Seed Centre Officer (10485) Nursery/Seed Centre Supervisor (03206) 	Perth
Industrial Instrument	Non-EA Contract of Employment			
Broadband Classification	N/A			

POSITION PURPOSE

The Manager Nursery/Seed Centre manages the Forest Nursery and Tasmanian Seed Centre’s statewide operations, ensuring the timely production and supply of seedlings and seed to order and specification to the Regions and external customers on a commercial basis.

POSITION ACCOUNTABILITIES

- Lead safety compliance for staff, contractors and resources in accordance with workplace health and safety legislation, procedures, contractual arrangements, legislation and Acts
- Provide leadership and management to staff, provide clear direction and undertake job coaching, mentoring to team members to meet agreed business objectives and ensure performance issues are addressed, and performance and development plans are implemented
- Manage the Nursery & Seed Centre activities and provide appropriate direction and support to safely undertake seed and seedling production processes which meet agreed production targets on time and within specifications and financial targets
- Negotiate seedling and seed specifications, prices and delivery schedules with external customers to increase sales and profitability. Negotiate seedling and seed specifications and delivery schedules with Regions to ensure the organisation is able to meet its business objectives
- Develop and implement monthly/annual production schedules for the germination and production of seedlings and seeds and maintain adequate seed stores to customer’s needs and specifications
- Manage and maintain plant, equipment, buildings and infrastructure to ensure the ongoing safe production of seedlings and seed to meet internal and external customer needs
- Oversee STT’s seed orchards; provides a long-term supply of plantation seed of the best available genetics to the organisation and external customers
- Develop program plans, including timelines, budget, cost benefit, risk analysis and resources to successfully deliver and implement projects.
- Develop and manage budgets in accordance with policies and procedure costs and productivity improvements

KEY COMMUNICATIONS		
<p>Internally</p> <p>The position Communicates regularly with regional forest managers, forest management teams and internal stakeholders to align production planning, supply priorities, safety and operational performance</p> <p>Externally</p> <p>Builds and maintains effective relationships with customers, contractors, suppliers and industry partners to negotiate requirements, resolve issues and support commercial and strategic outcomes.</p>		
QUALIFICATIONS AND EXPERIENCE		
<p>Essential</p> <ul style="list-style-type: none"> ▪ Degree in Horticulture or Agriculture ▪ Experience in managing nurseries and stakeholders to deliver and manage eucalyptus and pine species ▪ Experience in implementing business and team objectives, operational and business strategies ▪ Sound research and analytical skills, including the ability to investigate, interpret and respond to situations that fall outside of organisational and professional knowledge and experience are required ▪ High level people management skills, including interpersonal, communication, motivation, negotiation and leadership skills ▪ Ability to demonstrate sound business acumen ▪ Proven ability to deliver on time and within budget ▪ Develop and manage contract arrangements for external customers <p>Desirable</p> <ul style="list-style-type: none"> ▪ Diploma of Public Safety (Firefighting Management) ▪ Certificate IV in Chemical Application for Supervisors (required) 		
CAPABILITIES – COST CENTRE MANAGER (see Capabilities Framework for more detail)		
Leads Business	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.
Leads People	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.
Engages Others	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.
Leads Self	Courage	Proactively addresses difficult situations, advocates for others and takes definitive actions to protect the interest of individuals, the organisation and the environment.
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		
<p>The main challenges facing the position include:</p> <ul style="list-style-type: none"> ▪ Balancing long-term seed and seedling supply security with immediate production pressures, seasonal variability and changing demand. ▪ Delivering commercial and cost-recovery outcomes while meeting internal service obligations and external customer commitments. ▪ Managing health and safety risk across complex nursery, seed centre and contractor operations in a high-risk environment. ▪ Sustaining workforce capability and critical knowledge in a specialist operation while managing succession and skills transition. 		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> ▪ The position requires participation in a rotating roster for weekend watering duties within the nursery ▪ 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 Northeast

