Position Description
Contractor Management Specialist

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:	Corporate Services	**Group:**	Commercial

POSITION PURPOSE

To lead STT's contractor management function, providing strategic oversight of contractor capability, performance, governance and compliance to achieve sustainable commercial, operational, safety and environmental outcomes.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10511	Head of Commercial (10506)	Nil	TBD

Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2025
Broadband Classification	E

POSITION ACCOUNTABILITIES

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

- Monitor, review and report on contractor safety, environmental, commercial and operational performance, recommending and implementing improvements to processes and systems to meet contractual and regulatory requirements.
- Lead the provision of specialist contractor management expertise across STT, influencing organisational decision-making and providing authoritative advice to managers and senior leaders on contractor management strategy, performance and governance.
- Administer and achieve contractor and employee safety compliance in accordance with work health and safety legislation, STT procedures, contractual arrangements and operational plans to achieve corporate safety goals.
- Develop, implement and continuously improve contractor management strategies, policies, standards and frameworks that support commercial outcomes, innovation, technology adoption, legal obligations and effective operational delivery.
- Lead contractor compliance, governance and performance activities, including contractor prequalification, audits, performance reviews, corrective actions and escalation processes.
- Analyse contractor performance and service delivery across STT operations, identifying opportunities for continuous improvement and implementing agreed outcomes.
- Develop and maintain effective relationships with contractors, internal stakeholders and industry partners, and represent STT on relevant industry forums to support safe, compliant and commercially effective service delivery.
- Ensure the integrity and effectiveness of contractor management information, reporting and governance systems to support organisational decision-making and contractor performance outcomes.

- Drive the Operations & Contract Management group to meet contractual obligations and provide governance and administration support for harvest, transport and general services contracts, including coordinating contractor reviews, meetings and prequalification activities.
- Undertake project and procurement-related activities as directed by the General Management Team, including business case development, service reviews and support for procurement processes.

KEY COMMUNICATIONS

- Internally the position communicates with the Head of Commercial, the General Manager Corporate & Commercial and General Manager Operations and all staff, with an emphasis on the Field Operations Team.
- Externally the position communicates with STT contractors, customers, industry peers, regulators and relevant working groups.

QUALIFICATIONS AND EXPERIENCE

Essential

- Tertiary qualification in supply chain and contract management, business, commerce, forestry operations, engineering or a related discipline; and/or equivalent extensive relevant industry experience.
- Expert knowledge of contractor management, commercial contracting, forestry operations and regulatory requirements, including safety and environmental protection.
- Experience in tendering, contract negotiation, supplier performance management and commercial dispute resolution.
- Demonstrated ability to develop strong working relationships with contractors, customers and internal stakeholders to meet business requirements.
- Demonstrated experience in contractor management, contract administration, supplier performance or commercial operations in a complex operating environment.

Desirable

- Postgraduate qualification or professional certification in supply chain and contract management, business, commerce or project management.
- Financial analysis skills.

CAPABILITIES – KNOWLEDGE SPECIALIST

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, actions 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.
Leads People	Informal Coaching	Provides guidance and shares knowledge, approaches and information to build knowledge and skills to achieve work objectives.
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.
	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:

- Monitoring and administering contractor arrangements that provide competitive value for STT while maintaining the required capability, productivity and flexibility to meet changing business, operational and supply obligations.
- Maintaining safety, environmental, industry, regulatory and contractual compliance requirements.
- Working with contractors across diverse operational areas in challenging times including changing wood supply profile, procurement processes and environmental law reform.

OTHER REQUIREMENTS

- The role will be expected to represent STT on relevant industry working groups and forums
- 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 manual driver's licence
- Complete the annual Performance Development process for self and direct reports
- 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 hours
- Adhere to duty of care responsibilities to yourself and others under health and safety legislation.

ORGANISATION CHART

Corporate Services

