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 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:	Operations	**Group:**	Planning

POSITION PURPOSE

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

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10416 **10243**	Coordinator Planning (10185)	Nil	South
10356 **10345**	Coordinator Planning (10378)	Nil	North West
10256 **10258**	Coordinator Planning (10379)	Nil	North East

Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2025
Broadband Classification	D

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
- Coach, mentor and provide clear direction to team members to meet agreed business objectives, address performance issues and implement performance and development plans
- 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.
- Prepare, certify and implement Forest Practices Plans to the agreed standards within the agreed timelines to conduct effective and compliant forest operations
- Identify potential risks to deliver programs and provide solutions and recommendations to overcome these challenges
- 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, Roading, 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

- Diploma in 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

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
- Managing Workplace Health and Safety compliance given the hazardous nature of forestry work.

OTHER REQUIREMENTS

- 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 hour
- Adhere to duty of care responsibilities to yourself and others under health and safety legislation

ORGANISATION CHART

Operations: Planning

