Position Description
Regional Engagement and Communications Officer

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:	Executive	**Group:**	Strategic Engagement

POSITION PURPOSE

Provides communications and stakeholder engagement advice, analysis and support at a regional level. The position interprets regional issues, develops practical communication and engagement solutions, supports informed decision-making and enhances Sustainable Timber Tasmania's relationships and reputation with local communities, stakeholders and partners.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10518	Head of Strategic Engagement (10516)	Nil	Northeast
10519			Northwest
10500			South

Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2025
Broadband Classification	D

POSITION ACCOUNTABILITIES

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

- Provide communications and stakeholder engagement advice to support delivery of Sustainable Timber Tasmania's strategic priorities at a regional level.
- Research, analyse and interpret current, emerging and potential regional matters, including community concerns, stakeholder interests and reputational risks, and recommend practical communication and engagement responses.
- In line with STT strategy, lead regional communications and engagement activities relating to key operational programs, including the Three-Year Wood Production Plan, planned burning program and other matters requiring community or stakeholder engagement.
- Work alongside regional operational teams to provide communications advice and improve the quality, consistency and effectiveness of engagement with stakeholders and communities.
- Prepare and contribute to high-quality briefings, correspondence, reports and other written materials for corporate, ministerial and government stakeholders, ensuring accuracy and delivery within required timeframes. This includes, but is not limited to, content and responses related to the Annual Report, GBE Scrutiny process, Right to Information (RTI) requests, and other parliamentary and government reporting requirements.
- Build and maintain effective relationships with key regional stakeholders, Permanent Timber Production Zone land users, local authorities and inter-agency partners to support cooperation, issue resolution and informed engagement.

- Represent Sustainable Timber Tasmania in regional forums, activities and community settings, exercising professionalism in presenting organisational positions.
- Provide guidance and informal coaching to regional staff contributors using Sustainable Timber Tasmania's stakeholder engagement software to improve data quality, consistency and reporting.

KEY COMMUNICATIONS

- Internally the position communicates with Strategic Engagement team, Regional Manager, Forest Operations Manager and regional employees.
- Externally the position communicates with Community stakeholders such as local council, businesses, tourism operators, wine growers, various representatives as well as Inter-agency – Tasmania Parks and Wildlife Service, Tasmania Fire Service.

QUALIFICATIONS AND EXPERIENCE

Essential

- Demonstrated experience in communications, stakeholder engagement, community engagement, public relations or a related discipline.
- Advanced written and verbal communication skills, including the ability to prepare clear briefings, correspondence, reports and communication materials for varied audiences.
- Proven ability to build productive relationships, influence stakeholders and support cooperation across internal teams, government agencies, local authorities and community groups.
- Ability to manage competing priorities, monitor regional issues and adapt communication and engagement responses to changing circumstances.

Desirable

- Communications, media, journalism or similar degree

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:

- Establishing and maintaining effective relationships with key local stakeholders and regional networks to support consistent, informed and credible communication and engagement that enhances Sustainable Timber Tasmania's reputation.
- Analysing and responding to emerging community, operational and reputational issues in a timely way, including where stakeholder expectations, priorities or available information are changing.
- Providing sound advice and practical recommendations in a complex and changing political, community and inter-agency environment.

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 driver's licence (manual preferred)
- 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

Strategic Engagement

