

Sustainable Timber Tasmania (STT) is a Government Business Enterprise with responsibility for managing approximately 800,000 hectares of Tasmanian public production forest. As a land manager and as a provider of renewable forest products, sustainability is at the heart of everything STT does. It's the long-term future for our business and includes sustainably managing the forest estate, sustainably supplying timber; and sustainably growing our business.

ORGANISATIONAL CONTEXT

Division:	Forest Products	Group:	Production
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POSITION PURPOSE

The Forest Officer Harvesting is responsible for assisting in delivery of the regional wood production plans to meet agreed targets in a safe, commercial and environmentally sound manner.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10199	SFO Harvesting (10204)	Nil	Geeveston
10340	SFO Harvesting (10195)	Nil	Derwent Park
10200	SFO Harvesting (10204)	Nil	Geeveston
10213	SFO Harvesting (10204)	Nil	Derwent Park
10356	Coordinator Harvest, Sales & Roding (NW) (10190)	Nil	Camdale
03859	Coordinator Harvest, Sales & Roding (NW) (10190)	Nil	Smithton

Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2018
Classification	C
Working relationships	Maintains collaborative working relationships with contractors, employees and relevant key stakeholders.

POSITION ACCOUNTABILITIES

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

- Contribute to contractor and staff safety compliance in accordance with work health and safety legislation, business procedures and contractual arrangements and to achieve corporate safety goals
- Foster teamwork to achieve group outcomes in a safe and environmentally friendly manner
- Maintain a high level of customer service in order to provide consistent, timely and accurate advice and service to internal and external stakeholders and resolve discrepancies
- Undertake stakeholder engagement processes to achieve planned activities to minimise potential adverse reputational or operational implications and to maximise the development of positive relationships
- Assist with the implementation of tactical and operational programs to achieve economic, social and environmental targets as set by the organisation
- Prepare and implement Forest Practices Plans to the agreed standards within the agreed timelines to conduct effective and compliant forest operations
- Supervise and co-ordinate operational resources to facilitate projects within budget and time constraints to meet approved programs
- Monitor, report and input data for the forest estate and other programs as required
- Report on compliance with relevant Acts, Regulations and forest certification standards to meet legal and certification requirements and rectify any non-conformances
- Liaise with Forest Practices Authority specialists on operational planning and practical implementation issues
- Undertake operational performance and audit processes as required
- Assist with the delivery of project requirements safely, efficiently, within budget and to meet the organisation's compliance obligations

- Implement projects in accordance with the organisation's compliance obligations and approved project plans
- Conduct inspection of logs and delivery docket at customer sawmills, weighbridges, log yards and log trucks
- Investigate and report illegal forest activities.

QUALIFICATIONS, SKILLS, ABILITIES AND EXPERIENCE

- Ability to achieve Certificate IV or Diploma in relevant discipline or demonstrated experience in a similar position
- Ability to successfully complete Certificate II in Public Safety (Firefighting Operations)
- Ability to successfully complete the Forest Practices Officer Inspecting accreditation or its replacement as required
- Ability to deliver commercial forestry practices and operations in accordance to FPP and operational program/project plans
- Ability to apply forest management functions, methods and processes to meet safety, environmental and compliance obligations
- Ability to deliver and overseeing contractors to meet forest operational program targets
- Ability to provide information and advice to internal and external stakeholders consistent with organisational policies and guidelines is required
- Sound written and communication skills

CAPABILITIES

Priority

Interacting and Presenting	Communicates and networks effectively. Successfully persuades and influence others. Relates to others in a confident and relaxed manner.	20%
Leading and Deciding	Takes control and exercises leadership. Initiates actions, gives direction and takes responsibility.	15%
Analysing and Interpreting	Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicates well in writing.	15%
Organising and Executing	Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.	15%
Enterprising and Performing	Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business commerce and finance. Seeks opportunities for self-development and career advancement.	15%
Creating and Conceptualising	Open to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.	10%
Adapting and Coping	Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.	10%
Organisational Values	Demonstrated commitment to the promotion of the organisational values and ensures all tasks are completed safely and consistently with the values.	

SPECIAL CONSIDERATIONS

- Participate in fire management and suppression activities, including being on the fire roster
- Must undertake and 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 maybe 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