



FOREST OFFICER PLANNING

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 Planning 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
10282	Coordinator Planning South	Nil	Southern Region

Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2018
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Broadband Classification	C
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POSITION ACCOUNTABILITIES

- Assist with the development and 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
- Analyse, assist and present data for the evaluation of special values associated with Forest Practices Plans, to ensure they align with the Region's standards
- 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
- Report on compliance with relevant Acts, Regulations and forest certification standards to meet legal and certification requirements and rectify any non-conformances
- 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
- Supervise and co-ordinate operational resources to facilitate projects within budget and time constraints to meet approved programs
- Undertake operational performance and audit processes as required
- 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
- Monitor, report and input data for the forest estate and other programs as required
- Assist in the maintenance of information resource systems and records for operational and planning use

- Assist in producing maps, plans, and reports to support planning and operations

KEY COMMUNICATIONS

External Contractors

Internal Stakeholders

Liaise with Forest Practices Authority specialists on operational planning and practical implementation issues

QUALIFICATIONS 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 (see Capabilities Framework for more detail)

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:		
<ul style="list-style-type: none"> ▪ Delivery of projects on time and within budget that meet all corporate obligations. 		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> ▪ Hold a current 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 encouraged 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 ▪ 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 		