



# Senior Forest Officer Forest Management

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

<b>Division:</b>	Forest Products	<b>Group:</b>	Forest Management
------------------	-----------------	---------------	-------------------

## POSITION PURPOSE

Deliver the regional land base and related operations program and activities across the forest estate and ensure work is completed in a safe, timely manner to achieve operational targets and timelines.

## POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10209	Coordinator Forest Management (10318)	Nil	New Norfolk
03309	Coordinator Forest Management (10271)	Nil	Derwent Park
10347	Coordinator Forest Management (02034)	Nil	Scottsdale
10109	Coordinator Forest Management (02034)	Nil	Scottsdale
02032	Coordinator Forest Management (10310)	Nil	Camdale
10348	Coordinator Forest Management (10310)	Nil	Smithton

<b>Industrial Instrument</b>	Sustainable Timber Tasmania Enterprise Agreement 2018
------------------------------	---

<b>Broadband Classification</b>	D
---------------------------------	---

## KEY COMMUNICATIONS

- Internally the position - Requires communication and collaboration with team members from all work groups including Planning, Production and Forest Management. Some collaboration with staff from other Regions is also expected, as information sharing is key to operational success.
- Externally the position - Requires communication with contractors and relevant stakeholders such as neighbours, service providers, and local and state government authorities such as the Environmental Protection Agency, Forest Practices Authority and Parks and Wildlife Service.

## POSITION ACCOUNTABILITIES

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

1. staff and contractor safety compliance in accordance with work health and safety legislation, procedures, contractual arrangements and plans to achieve corporate safety goals
2. Maintain strong, positive customer, contractor and stakeholder relationships and effectively resolve issues in order to achieve business objectives
3. Monitor contracts and contractor performance to maximise the value from forest resources and meet the agreed quality standards
4. Assist with the preparation of budgets and plans for the program of work and monitor and report in accordance the agreed guidelines
5. Undertake projects effectively utilising internal and external resources (people, equipment and contract management) to deliver operational programs safely, efficiently, within budget and to meet compliance obligations.

6. Monitor and report on operational reforestation programs and contractors to ensure operational targets, quality standards and compliance obligations are met.
7. Manage fire management activities and resources to achieve annual burn programs
8. Manage invasive weed species within region
9. Monitor and report on environmental compliance related issues within the region e.g. firewood theft, dumping of rubbish etc.

### QUALIFICATIONS AND EXPERIENCE

#### Essential

- Diploma in relevant industry qualification or demonstrated experience in a similar position
- Knowledge of commercial forestry practices and operations
- Demonstrated experience in working and delivering contracts in a commercial environment and experience in managing contractors
- Ability, knowledge and skills to understand and apply the operation functions, methods, structures and operations of the work area are required
- Ability to lead a small team
- Proficiency in the application of established technical, administrative or commercial disciplines, gained through demonstrated experience in a number of related work areas
- Knowledge of relevant Codes of Practice, regulations, Australian Standards (or equivalent as appropriate)
- Sound written and verbal communication skills
- Strong understanding of computer packages and their applications

#### Desirable

- Tertiary qualifications in land management or similar
- Forest Practices Officer Warrant

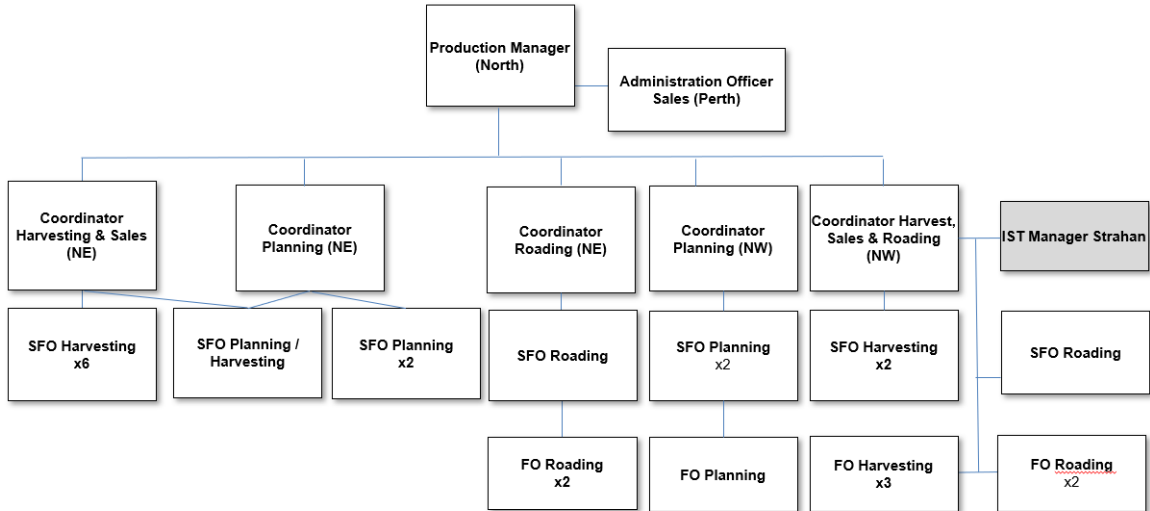
### CAPABILITIES – SUPERVISOR / TEAM LEADER (see Capabilities Framework for more detail)

<b>Leads Business</b>	Continuous Improvement	Consistently striving to improve processes, systems and products to drive efficiencies and build customer value.
	Prioritising and Planning	Defining individual and teamwork 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.
<b>Leads People</b>	Coaching	Provides guidance and shares knowledge, approaches and information to build knowledge and skills to achieve work objectives.
	Delegating and Empowering Others	Sharing responsibility down through the business unit to grow capability and effectively achieve team objectives.
	Facilitating Change	Encouraging others to improve processes, systems and products; leads change initiatives helping others to overcome resistance and adapt to new ways of working.
<b>Engages Others</b>	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 Relationships	Initiates, builds and maintains strategic customer relationships to facilitate the effective delivery of business goals.
<b>Leads Self</b>	Courage	Proactively addresses difficult situations, advocates for others and takes definitive actions to protect the interest of individuals, the organisation and the environment.
<b>Values</b>	1. Respect – We create safe spaces	
	2. Responsibility – We take ownership	
	3. Growth – We create sustainable value	
	4. Excellence – We make it happen	
<b>CHALLENGES</b>		
<p>The main challenges facing the position include:</p> <ul style="list-style-type: none"> <li>▪ Ensuring contractor compliance with STT procedural and reporting requirements</li> <li>▪ Prioritising tasks that require equal attention</li> <li>▪ Delivering a diverse program of operations to a defined standard within environmental and time constraints.</li> </ul>		
<b>OTHER REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>▪ Participate in fire management and suppression activities including being on the fire roster, and play a key role as part of Inter-Agency AIIMS Incident Management Teams</li> <li>▪ Achieve Australasian Inter-service Incident Management System (AIIMS) or its replacement</li> <li>▪ Must undertake and pass the annual fire fighter health risk evaluation, comprising both the medical assessment and the fitness test</li> <li>▪ Hold a current driver's licence</li> <li>▪ Required to participate in the Performance Development process</li> <li>▪ Required to achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role</li> <li>▪ Must comply and adhere to the organisations policies and procedures, including the Code of Conduct</li> <li>▪ Out of hours work may be required and all staff are to be available for rostered fire duties on weekends, public holidays and outside normal work hours</li> <li>▪ Must adhere to duty of care responsibilities to yourself and others under health and safety legislation</li> </ul>		

# ORGANISATION CHART

## Production (North) Group



## Production (South) Group

