



## POSITION DESCRIPTION

### Director- Sales & Contracting

#### Context

Manager	Chief Executive Officer
Division	Sales & Contracting
Location	Melbourne Corporate Support Office
Subordinates	Sales & Contracting Division– 4 direct, 4 indirect
Tenure	Executive Agreement

#### Primary Objectives

Organisational	<p>VicForests commenced operations as a government business in August 2004.</p> <p>The objectives of VicForests include:</p> <ul style="list-style-type: none"><li>• Undertake the sale and supply of timber resources in Victorian State forests, and related management activities, as agreed by the Treasurer and the relevant Minister, on a commercial basis.</li><li>• Develop and manage an open and competitive sales system for timber resources.</li><li>• Pursue other commercial activities, as agreed by the Treasurer and the relevant Minister.</li><li>• Undertake commercial activities in a manner which will maximise the long-term economic return to Victoria.</li><li>• Operate in a framework consistent with Victorian Government policies and priorities.</li></ul> <p>VicForests' operations are conducted in accordance with its Sustainable Forest Management System, which promotes the adoption of the highest forest management standards through a process of continuous improvement. VicForests is certified to the Australian Forestry Standard and is committed to building a strong commercial and performance-based culture through innovative commercial practices, staff development and outstanding forest management.</p>
Role Objective	<p>Direct and lead activities associated with sales and forest contracting, business development, and commercial systems, to achieve optimum profitability and efficient use of the organisation's assets and the division's human resources.</p>

#### VicForests' Values

**PROFESSIONAL** - We operate our business in an ethical, efficient and accountable manner

**SUSTAINABLE** - We engage in social, environmental and commercial best practice

**SAFE** - We aim for zero harm in all that we do

**CUSTOMER FOCUSSED** - We are fair and transparent in our commercial dealings



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#### Key Result Areas

*The KRAs are the major outputs for which the Director is responsible, and are not a comprehensive statement of the position activities*

- Establish and coordinate Division objectives, policies and programs within the context of the overall corporate plan.
- Develop and deliver a 3-year Business Development and Marketing Strategy that provides for increased revenue from utilisation of available timber resources and diversification of VicForests market and commercial risks.
- Manage the delivery of the forward sales program to maximise total revenue from the sale of the available timber resource.
- Deliver forward forest contracting program to provide best value outcomes for harvest and haulage.
- Assess and review contracting mechanisms to enhance commercial outcomes in the future (i.e a reduced competitive environment).
- Deliver commercial systems that provide for efficient and effective implementation of sales and contracting outcomes.
- Provide Leadership and strategic direction to employees to optimise individual and team performance through effective leadership, training and development and performance management.
- Provide authoritative and strategic advice to CEO and Board on complex, contentious or sensitive issues.
- Participate as part of a corporate team to support the business's delivery of services in accordance with policies and priorities.
- Develop and maintain positive working relationships with customers, contractors, unions and other industry liaison groups.
- Identify and respond to new and emerging strategic issues that affect the operating environment of VicForests.
- Ensure that both OH&S and risk management are embedded in the processes for which the position is responsible.
- Ensure that all commercial activities comply with relevant Acts, legal demands and ethical standards.

#### Selection Criteria

- Forestry or other relevant qualifications, together with many years of relevant experience.
- Demonstrated expertise in the leadership, development and coaching of a team to ensure delivery of outcomes and ongoing capability.
- Ability to examine critically business opportunities and to develop commercial and operational mechanisms to deliver the organisation's commercial objectives.
- Experience and knowledge in developing and implementing sales, marketing and business development plans and programs with emphasis on commercial forestry.
- Demonstrated ability to manage budgets and programs with an emphasis on improving financial performance.
- Well developed understanding of contemporary native forestry and familiarity with state, national and international policies and conventions related to native forests.
- Adept at providing authoritative advice to Executive Management, Boards and clients on highly complex, contentious or sensitive issues.
- Proven ability to contribute to a corporate management team.
- Excellent communication skills - especially the ability to present, discuss and negotiate efficiently with customers, contractors and staff.



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#### Key Attributes and Behaviours

Experience required	Components
Leadership	Able to provide clear direction and strategic overview to the Organisation. Effectively communicates goals and interplay of ideas and concepts. Excels in empowering subordinates with responsibility and authority to improve organisational effectiveness. Models the behaviour expected of others.
Operational Forestry	Understanding of issues in forestry, with an emphasis on native forestry. Demonstrated capacity to learn quickly.
Strategy Development	Able to develop and plan strategies to position the Organisation in a changing political and economic environment.
Negotiating and influencing skills	Working to achieve best overall outcomes when there are conflicting possible outcomes. Able to manage key stakeholders and present arguments and information in a manner that gains their support.
Financial management	Able to identify critical cost elements and ensure that effective strategies and controls are in place. Effectively controls costs through economical utilisation of staff and resources. Understands how to maximise revenues through expanding markets and constraining costs.
Risk management	Able to assess potential risks to the business and establish plans to implement relevant risk management strategies.
Stakeholder management	Able to build positive relationships, consult with and maintain dialogue with a variety of key stakeholders including government, contractor workforce, industry groups, unions, media, environmental and local community stakeholders.



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Attributes	Behaviours
Drive and Commitment	Strongly motivated to achieve optimal results. Energetic, enthusiastic, determined, action-oriented and committed to excellence. Enjoys working with people and fostering their achievements.
Professionalism and Integrity	Displays and maintains a high level of personal integrity. Behaves in an honest, ethical and professional manner, promoting and advocating the highest standards of personal, professional and institutional behaviour. Takes responsibility for decisions and actions.
Interpersonal Skills	Communicates with authority and credibility. Has confidence. Strong interpersonal relations and social skills and draws on a wide range of communication skills to inform and listen, include and engage, and to persuade and influence staff and stakeholders. Builds trust and relationships with stakeholders.
Strategic and Innovative	Ability to judge and make high level strategic decisions within a corporate perspective. Questions the status quo and searches for innovation and continuous improvement in operations and products. Anticipates problems and pre-empts required actions.
Resilience	Takes responsibility for managing resources in a way that enables sustained performance. Leads with courage, tenacity and independence in the face of political tensions and public scrutiny. Effectively manages high pressure situations.

#### Competencies and Qualifications

Tertiary qualifications in Natural Resources, Management, Economics or Forestry are desirable.  
Post Graduate qualifications would be favourably regarded.

#### Further Information

A current Motor vehicle licence is required.  
External applicants will be subject to a probationary period of 6 months.  
Some travel to country locations may be required, this may include overnight stays.

For further information, please contact the Manager Human Resources on telephone 03 9608 9519 or email [rebecca.gauci@vicforests.com.au](mailto:rebecca.gauci@vicforests.com.au)