

# General Forester Position Description

## Context

Manager	Senior Forester, East Gippsland
Division	Operations
Location	Orbost or Swifts Creek
Tenure	Ongoing
Career Level	Career Level 2

## Primary Objectives

Organisational	<p>VicForests is a State-owned business responsible for the sustainable harvest, regrowing and commercial sale of timber from public forests on behalf of the Victorian Government.</p> <p>We undertake all of our operations in a safe, efficient and sustainable manner, keeping our staff, the community and the environment in mind in all we do.</p> <p>We are an active member of the communities in which we operate and we are committed to giving stakeholders the opportunity to have input into our forestry practices.</p>
Role	<p>Contribute to the management of planning, scheduling, risk management, roading, harvesting and coupe regeneration operations in line with legislative requirements and business objectives. Also, the role will contribute to the development of Tactical Plans through remote and field resource assessment and facilitation of regulatory approval of Timber Release Plans.</p>

## VicForests Values

SAFE	We aim for zero harm in all that we do
SUSTAINABLE	We respect and care for our environment and the communities in which we operate
PROFESSIONAL	We operate in an ethical, efficient and accountable manner
CUSTOMER FOCUSED	We are fair and transparent in our commercial dealings
RESPECT	We treat others in a manner that we would like to be treated

## Key Result Areas

The KRA's are the major outputs for which the position is responsible for and are not a comprehensive statement of the position activities. You may however, be required to undertake other duties and responsibilities from time to time, in addition to or as variations of the duties and responsibilities of the position.

- Assist in the preparation of coupes for harvest, including; preparation of the coupe plan, field marking boundaries and undertaking biodiversity field inspections and management of special values at the coupe level
- Assist with road maintenance and road building operations and associated logistical arrangements as well as roadline planning and marking
- Assist with supervising of road maintenance and road building contractors, including auditing contractors' compliance with codes of practice, regulations, prescriptions and other relevant legislation
- Support and monitor a range of plans and programs associated with forest regeneration, including seed collection, mechanical disturbance, regeneration burning, survey work and coupe handover
- Provide feedback to contractors and the business;
- Assist the process of ensuring coupes are risk-assured and ready to log, including assessing all coupes for management issues, and assisting in the assignment of management actions to these in line with codes of practice, regulations, prescriptions and other relevant legislation
- Collect logging history data to assist with slope and yield advice for coupes post-harvest reconciliation
- Assist with the delivery of biodiversity survey programs and associated outcomes
- Contribute to inventory/reconnaissance programs, assisting with investigations of defined areas to determine strategies for accessing, harvesting and regeneration
- Ensure inventory/reconnaissance data is appropriately stored and mapped in line with business requirements, meeting all team targets
- Relay technical and operational advice to the Senior Forester, other staff, stakeholders and the general public;
- Contribute to the auditing programs undertaken on contractors, including equipment and haulage compliance audits, and assist with analysing outcomes to identify and implement opportunities for improvement
- Undertake any duties and responsibilities to meet the requirements of the team or broader business
- Perform duties in a manner that ensures the health and safety of yourself and others. Ensure that all incidents and hazards are reported in a timely manner
- Take responsibility for performing the role in accordance with all relevant system requirements
- Identify and communicate key risks and ensure risk management processes are followed

## Selection Criteria - Core Capabilities

Qualifications	Include all educational qualifications, licences and accreditation required for the position	Essential / Desirable
Appropriate degree or equivalent post graduate qualification in Natural Resource Management or related field.		Desirable
Current Victorian Drivers Licence with ability to travel		Essential

Experience	Competencies acquired through experience
Species Identification	<ul style="list-style-type: none"> <li>▪ Solid knowledge of the characteristics and silviculture of Victorian eucalypts and other key flora</li> <li>▪ Solid understanding of, and the ability to identify key forest habitat attributes</li> <li>▪ Understanding of special values and protection requirements</li> <li>▪ Knowledge of the timber product grades</li> </ul>

Contractor Management	<ul style="list-style-type: none"> <li>▪ Experience in operational harvesting supervision</li> <li>▪ Experience in managing and resolving conflict</li> <li>▪ Ability to provide authoritative advice and feedback to contractors</li> <li>▪ Able to match coupes to contractors and provide high level input into operational planning process</li> </ul>
Operational Awareness	<ul style="list-style-type: none"> <li>▪ Understanding of productivity drivers for contractors</li> <li>▪ Understanding of operational timber harvesting principles</li> <li>▪ Demonstrated understanding of the principles of harvest and haul contract management</li> <li>▪ Possess technical and operational skill and knowledge in all aspects of commercial forestry operations</li> <li>▪ Moderate understanding of legislation underpinning forest management operations</li> </ul>
Computer Skills	<ul style="list-style-type: none"> <li>▪ Experience in GIS mapping and editing</li> <li>▪ Able to provide computer systems training to new staff</li> <li>▪ Good knowledge of Microsoft Office, particularly Excel</li> </ul>
OHS Legislation & Implementation	<ul style="list-style-type: none"> <li>▪ Solid knowledge of OHS standards and takes a leading role in implementing requirements</li> </ul>
Planning & Organising	<ul style="list-style-type: none"> <li>▪ Contributes to business projects and shows initiative in promoting and implementing outcomes</li> <li>▪ Works with Senior Forester to develop programs and maintain efficiency</li> <li>▪ Works independently and manages own work schedule</li> <li>▪ Manages workload effectively</li> <li>▪ Employs strategic thinking when undertaking tasks and operations</li> </ul>
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Bush Navigation	<ul style="list-style-type: none"> <li>▪ Map reading including GPS skills</li> <li>▪ Moderate fitness level</li> <li>▪ Able to navigate to pre-determined points, often through thick undergrowth</li> </ul>

Attributes	Behaviours
Written Communication	<ul style="list-style-type: none"> <li>▪ Prepares basis letters, emails and reports using clear, concise and grammatically correct language</li> <li>▪ Organises information in a logical sequence</li> <li>▪ Includes content appropriate for the purpose and audience</li> </ul>
Verbal Communication	<ul style="list-style-type: none"> <li>▪ Clearly explains information and listens to feedback</li> <li>▪ Speaks clearly and concisely and keeps people interested when speaking</li> <li>▪ Uses a polite and considerate manner when dealing with others</li> </ul>

Attributes	Behaviours
Planning and Organising	<ul style="list-style-type: none"> <li>▪ Regularly plans and tracks progress on work tasks</li> <li>▪ Takes an organised, methodical approach to work</li> <li>▪ Addresses priority tasks first</li> </ul>
Stakeholder Management	<ul style="list-style-type: none"> <li>▪ Responds to clients' needs</li> <li>▪ Keeps the client or stakeholder up-to-date with issues and developments</li> <li>▪ Promptly follows through on inquiries, requests and complaints</li> <li>▪ Takes responsibilities for correcting problems promptly, without becoming defensive</li> </ul>
Presentation Skills	<ul style="list-style-type: none"> <li>▪ Prepares and delivers short presentations using clear language and visual aids such as PowerPoint or printed material</li> </ul>
Self-Management	<ul style="list-style-type: none"> <li>▪ Accepts responsibilities for own actions</li> <li>▪ Focuses on the most important goals</li> </ul>
Organisational Awareness	<ul style="list-style-type: none"> <li>▪ Recognises the formal structure or hierarchy of an organisation and its policies and procedures</li> </ul>

## Further Information

Long periods of sedentary desk/computer duties may be required as part of this role.

You may be required to work independently, with minimal supervision in isolated and physically demanding environments

Some long-distance travel and overnight stays may be required in country locations

VicForests employees may be required to contribute to fire and emergency management responsibilities  
External applicants will be subject to a probation period of 3 months

All applicants must have the right to work in Australia, supporting evidence may be requested.

Please note that in accordance with VicForests onboarding processes, new employees will need to provide information of their motor vehicle driving & insurance history and disclose any medical conditions or pre-existing injuries that can affect job and driving performance.

In addition, if this role requires a Financial Delegation or regular access to confidential information, a Police Background check will be required.

If this role requires regular contact with vulnerable people (particularly children), a Working with Children's Check will be required.

For further information about this role, please contact HR on 9608 9520 or [vf.careers@vicforests.com.au](mailto:vf.careers@vicforests.com.au)

**To be completed on offer / acceptance of a role:**

I accept the Position Description as stated and the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to positions descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Name: \_\_\_\_\_ Position Location: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_