

# Operations Forester Position Description

## Context

Manager	Senior Forester
Division	Operations
Location	Alexandra
Tenure	Fixed term (2 years)
Career Level	Career Level 3

## Primary Objectives

Organisational	<p>VicForests is a Victorian State-owned business responsible for the sustainable harvest, regeneration and commercial sale of timber from Victoria's 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	Plan and manage all operations requirements in line with legislation and business objectives

## 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 responsible 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.

- Prepare coupes for harvest, including; preparation of the coupe plan, field marking boundaries and undertaking biodiversity field inspections and manage special values at the coupe level
- Supervise contractors, including; auditing contractors' compliance, managing production against schedule and undertaking log grading
- Manage and control expenditure for access roads to coupes including planning, roadline marking, construction and maintenance. Working closely with Roding Coordinator in the region on logistical matters.
- Supervise road maintenance and road building contractors, including auditing contractors' compliance with codes of practice, regulations, prescriptions and other relevant legislation
- Assist with other areas of the business as required, including undertaking roadline marking, regeneration burning, coupe reconnaissance and community engagement activities
- Provide technical advice, knowledge and feedback to contractors and the business
- Coordinate and assist with key projects as required to ensure they are delivered on time and on budget
- Identify and implement opportunities for continuous improvement and business development
- Provide high level technical and operational advice to the Senior Forester, other staff, stakeholders and the general public
- 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 systems requirements;
- Identify and communicate key risks and ensure risk management processes are followed.

## Selection Criteria - Core Capabilities

Qualifications	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>▪ Good knowledge of the characteristics and silviculture of Victorian eucalypts and other key flora</li> <li>▪ Good understanding of, and ability to identify key forest habitat attributes</li> <li>▪ Understanding of special values and protection requirements</li> <li>▪ Knowledge of wood features and timber product grades</li> </ul>
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>

Contractor Management	<ul style="list-style-type: none"> <li>▪ Experience in operational contractor supervision</li> <li>▪ Able to manage and resolve conflict</li> <li>▪ Able to communicate instructions clearly and efficiently</li> <li>▪ Able to monitor and audit contractor compliance</li> <li>▪ Understanding of the drivers affecting production and grade output</li> </ul>
Operational Awareness	<ul style="list-style-type: none"> <li>▪ Understanding of machine capabilities</li> <li>▪ Forest inventory skills</li> <li>▪ Knowledge of log grading and application of the grading card</li> <li>▪ Understanding of harvesting, roading, regeneration and other operational principles</li> <li>▪ Understanding of legislation underpinning forest management operations</li> </ul>
OHS Legislation & Implementation	<ul style="list-style-type: none"> <li>▪ Detailed knowledge of OHS standards and takes a leading role in Knowledge of OHS standards and ability to implement requirements</li> <li>▪ Ensures OHS and safety underpin all operations</li> <li>▪ Takes appropriate action to prevent safety breaches</li> </ul>
Planning & Organising	<ul style="list-style-type: none"> <li>▪ Able to prepare and implement plans, with an emphasis on timber production</li> <li>▪ Can work independently and manage own work schedule</li> <li>▪ Manages workload to ensure coupes are prepared ahead of schedule</li> <li>▪ Well-developed organisation and logistical skills</li> </ul>
Computer Skills	<ul style="list-style-type: none"> <li>▪ Proficient 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>

Attributes	Behaviours
Communication Skills	<ul style="list-style-type: none"> <li>▪ Sound interpersonal and negotiating skills</li> <li>▪ Well-developed written and oral skills</li> <li>▪ Communicates with stakeholders to achieve desired outcomes for coupe operations</li> </ul>
Decisiveness	<ul style="list-style-type: none"> <li>▪ Able to make decisions immediately and with conviction</li> <li>▪ Commits to a definite course of action</li> <li>▪ Makes rational and sound decisions based on consideration of facts and alternatives</li> </ul>
Time Management	<ul style="list-style-type: none"> <li>▪ Able to plan workload and determine strategies for delivering programs more effectively and efficiently</li> <li>▪ Demonstrates time management skills through the effective prioritisation of tasks and scheduling of workload in order to meet agreed timelines</li> </ul>
Responsiveness	<ul style="list-style-type: none"> <li>▪ Provides advice in a timely manner</li> <li>▪ Provides and keeps to timeframes for resolution if an issue cannot be resolved immediately</li> <li>▪ Embraces flexibility in work plans</li> </ul>

## Teamwork

- Collaborates and shares information
- Cooperates and works well with others in the pursuit of team goals
- Participates in meetings, undertakes actions, participates in discussions and follows through with commitments

## 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 [yf.careers@vicforests.com.au](mailto:yf.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: \_\_\_\_\_