

# Operations Planning Forester Position Description

## Context

<b>Manager</b>	Senior Forester
<b>Division</b>	Operations
<b>Location</b>	Orbost or Swifts Creek
<b>Tenure</b>	Ongoing
<b>Career Level</b>	Career Level 3

## Primary Objectives

<b>Organisational</b>	<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 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>
<b>Role</b>	Plan and manage the scheduling and risk management of coupes in line with legislative requirements and business objectives.

## VicForests Values

<b>SAFE</b>	We aim for zero harm in all that we do
<b>SUSTAINABLE</b>	We respect and care for our environment and the communities in which we operate
<b>PROFESSIONAL</b>	We operate in an ethical, efficient and accountable manner
<b>CUSTOMER FOCUSED</b>	We are responsible in our commercial dealings
<b>RESPECT</b>	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.

- Work on the long-term Rolling Operations Plan (ROP) by matching contractors to coupes in line with contractual obligations and sales commitments
- Carry out contractor Annual Harvest Plans and measure and track progress against sales and contractual commitments throughout the year
- Contribute to ensuring the changes to the ROP are captured promptly and that the ROP is current at all times
- Work with Operations Foresters and Roding Coordinators to ensure the ROP is current and the forward plan is maintained out to 18months
- Ensure coupes are risk-assured and ready to log, including assessing all coupes for management issues and assigning management actions to these in line with codes of practice, regulations, prescriptions and other relevant legislation
- Perform work on the Sales, Operations and Planning (SOP) process, including liaison with Product Delivery and Harvesting functions, and collation of monthly coupe production estimates by contractor.
- Perform stakeholder notifications and liaison around coupe regulatory issues, intention to harvest, road closures and regrowth retention parameters
- Work on the preparation and collation of final logging history data to produce slope and yield advice for coupes post-harvest reconciliation
- Provide advice to other areas of the business as required on undertaking coupe marking, roadline marking, regeneration burning, coupe reconnaissance and community engagement activities
- Work on reports that assist the business in analysis of performance
- Perform fire suppression activities in conjunction with the Department of Environment and Primary Industries
- 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
	Include all educational qualifications, licences and accreditation required for the position	
A degree or other equivalent post graduate qualification in Natural Resource Management or related field, preferably with a commercial forestry focus		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 timber product grades</li> </ul>

Experience	Competencies acquired through experience
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>
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>
OHS legislation and implementation	<ul style="list-style-type: none"> <li>▪ 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>▪ Contributes strongly to business projects and shows initiative in promoting and implementing outcomes</li> <li>▪ Works closely with Senior Forester to develop programs and maintain efficiency</li> <li>▪ Works independently and manages own work schedule</li> <li>▪ Manages workload effectively and plans well ahead of schedule</li> <li>▪ Employs strategic thinking when undertaking tasks</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>▪ Develops strong ties with other business functions to ensure collaboration for achievement of business objectives</li> <li>▪ Applies understanding of interrelationships between stakeholders and/or other business functions to achieve objectives</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
Written Communication	<ul style="list-style-type: none"> <li>▪ Prepares briefs, letters, emails and reports using clear, concise, and grammatically correct language;</li> <li>▪ Ensures written communications contain necessary information to achieve their purpose;</li> <li>▪ Uses appropriate style and formats.</li> </ul>

Attributes	Behaviours
Verbal Communication	<ul style="list-style-type: none"> <li>▪ Confidently conveys ideas and information in a clear and interesting way;</li> <li>▪ Understands and meets the needs of target audiences (i.e the right information to the right people);</li> <li>▪ Welcomes constructive feedback;</li> <li>▪ Sees things from other points of view and confirms understanding.</li> </ul>
Organising and Planning	<ul style="list-style-type: none"> <li>▪ Identifies processes, tasks and resources required to achieve a goal;</li> <li>▪ Identifies more and less critical activities and operates accordingly, reviewing and adjusting as required;</li> <li>▪ Develops and implements systems and procedures to guide, work and track progress;</li> <li>▪ Recognises barriers and finds effective ways to deal with them.</li> </ul>
Strategic Planning	<ul style="list-style-type: none"> <li>▪ Understanding and ability to identify all aspects of risk</li> <li>▪ Ability to think and make decisions at a big picture level and provide this viewpoint to others</li> <li>▪ Ability to link strategies and actions to operational team goals</li> </ul>
Self-Management	<ul style="list-style-type: none"> <li>▪ Plans and prioritises work to ensure outcomes are achieved;</li> <li>▪ Resists the temptation to react immediately without taking time to think things through;</li> <li>▪ Uses strengths to contribute constructively, and consciously manages the impact of own weaknesses;</li> <li>▪ Anticipates own reactions to situations and prepares accordingly.</li> </ul>
Stakeholder Management	<ul style="list-style-type: none"> <li>▪ Takes concrete steps to add value for the stakeholder;</li> <li>▪ Links people with areas (as appropriate);</li> <li>▪ Monitors client and stakeholder satisfaction;</li> <li>▪ Constructively deals with stakeholder issues.</li> </ul>
Presentation Skills	<ul style="list-style-type: none"> <li>▪ Prepares and delivers logical, sequential and succinct presentations;</li> <li>▪ Use clear and concise language;</li> <li>▪ Answers queries and creates an understanding of the presentation topic.</li> </ul>
Organisational Awareness	<ul style="list-style-type: none"> <li>▪ Uses formal and informal influencing relationships and decision-making processes;</li> <li>▪ Appreciates the responsibilities, legal obligations and limits that apply to an organisation;</li> <li>▪ Actively seeks to understand the priorities and interests of various groups and key individuals.</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 may 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: \_\_\_\_\_