

Operations Planning Forester Position Description

Context

Manager	Senior Forester
Division	Operations
Location	Orbost or Swift Creek
Tenure	Ongoing
Career Level	Career Level 4

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 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 the scheduling and risk management of coupes in line with legislative requirements 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.

- Develop the long-term Rolling Operations Plan (ROP) by matching contractors to coupes in line with contractual obligations and sales commitments
- Create contractor Annual Harvest Plans and measure and track progress against sales and contractual commitments throughout the year
- Ensure changes to ROP are captured promptly and that the ROP is current at all times
- Work closely with Operations Foresters and Rooding 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
- Manage the Sales, Operations and Planning (SOP) process, including liaison with Product Delivery and Harvesting functions, and collation of monthly coupe production estimates by contractor.
- Undertake stakeholder notifications and liaison around coupe regulatory issues, intention to harvest, road closures and regrowth retention parameters
- Collate final logging history data and produce slope and yield advice for coupes post-harvest reconciliation
- Assist other areas of the business as required, including undertaking coupe marking, roadline marking, regeneration burning, coupe reconnaissance and community engagement activities
- Provide technical advice, knowledge and feedback to the business. Develop relevant reports that assist the business in analysis of performance
- Contribute to 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	Include all educational qualifications, licences and accreditation required for the position	Essential / Desirable
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"> ▪ Good knowledge of the characteristics and silviculture of Victorian eucalypts and other key flora ▪ Good understanding of, and ability to identify key forest habitat attributes ▪ Understanding of special values and protection requirements ▪ Knowledge of timber product grades

Experience	Competencies acquired through experience
Contractor Management	<ul style="list-style-type: none"> ▪ High level of experience in operational harvesting supervision ▪ Experience in managing and resolving conflict ▪ Ability to provide authoritative advice and feedback to contractors ▪ Able to match coupes to contractors and provide high level input into operational planning process
Bush navigation	<ul style="list-style-type: none"> ▪ Map reading including GPS skills ▪ Moderate fitness level ▪ Able to navigate to pre-determined points, often through thick undergrowth
Operational awareness	<ul style="list-style-type: none"> ▪ Understanding of legislation underpinning forest management operations ▪ Understanding of harvesting, roading, regeneration and other operational principles ▪ Understanding of contracts and contract management ▪ Understanding of productivity drivers for contractors ▪ Expert understanding of operational timber harvesting principles ▪ Demonstrated understanding of the principles of harvest and haul contract management ▪ High level technical and operational skill and knowledge in all aspects of commercial forestry operations ▪ Detailed understanding of legislation underpinning forest management operations
OHS legislation and implementation	<ul style="list-style-type: none"> ▪ Detailed knowledge of OHS standards and takes a leading role in implementing requirements ▪ Demonstrates leadership in OHS and ensures a strong safety culture is inherent in all areas of work ▪ Provides input for improvement of systems and takes appropriate action to prevent safety breaches
Computer skills	<ul style="list-style-type: none"> ▪ Good GIS mapping and editing skills ▪ Good knowledge of Microsoft Office, particularly Excel ▪ Able to provide computer systems training to new staff

Attributes	Behaviours
Written Communication	<ul style="list-style-type: none"> ▪ Prepares briefs, letters, emails and reports using clear, concise, and grammatically correct language; ▪ Ensures written communications contain necessary information to achieve their purpose; ▪ Uses appropriate style and formats.
Verbal Communication	<ul style="list-style-type: none"> ▪ Confidently conveys ideas and information in a clear and interesting way; ▪ Understands and meets the needs of target audiences (i.e the right information to the right people); ▪ Welcomes constructive feedback; ▪ Sees things from other points of view and confirms understanding.

Attributes	Behaviours
Decisiveness	<ul style="list-style-type: none"> ▪ Makes tough decisions, sometimes with incomplete information ▪ Commits to a definite course of action ▪ Makes quick decisions where required ▪ Evaluates rational and emotional elements of situations ▪ Makes rational and sound decisions based on consideration of facts and alternatives
Leadership	<ul style="list-style-type: none"> ▪ Builds a cohesive team with clarity around goals and accountabilities ▪ Obtains needed personnel, resources and information for the team ▪ Supports individuals and the team, delegating responsibilities appropriately ▪ Brings together the best possible group to achieve objectives
Initiative and Accountability	<ul style="list-style-type: none"> ▪ Proactive and self-starting ▪ Seizes opportunities and acts upon them ▪ Engages with stakeholders and the wider business to communicate challenges and seek answers ▪ Considers the potential for change and embraces flexibility in work plans ▪ Takes responsibility for own actions
Problem Solving	<ul style="list-style-type: none"> ▪ Seeks all relevant information for problem solving ▪ Investigates and probes for the facts ▪ Liaises with stakeholders ▪ Analyses issues from different perspectives and draws sound inferences from information available ▪ Identifies and proposes workable solutions to problems
Organising and Planning	<ul style="list-style-type: none"> ▪ Identifies processes, tasks and resources required to achieve a goal; ▪ Identifies more and less critical activities and operates accordingly, reviewing and adjusting as required; ▪ Develops and implements systems and procedures to guide, work and track progress; ▪ Recognises barriers and finds effective ways to deal with them.
Planning & Organising	<ul style="list-style-type: none"> ▪ Identifies processes, tasks and resources required to achieve a goal ▪ Identifies more and less critical activities and operates accordingly, reviewing and adjusting as required ▪ Develops and implements systems and procedures to guide, work and track progress ▪ Recognises barriers and finds effective ways to deal with them
Self-Management	<ul style="list-style-type: none"> ▪ Plans and prioritises work to ensure outcomes are achieved; ▪ Resists the temptation to react immediately without taking time to think things through; ▪ Uses strengths to contribute constructively, and consciously manages the impact of own weaknesses; ▪ Anticipates own reactions to situations and prepares accordingly.

Attributes	Behaviours
Teamwork	<ul style="list-style-type: none"> ▪ Cooperates and works well with others in the pursuit of team goals ▪ Collaborates and shares information ▪ Shows consideration, concern and respect for other's feelings and ideas ▪ Accommodates and works well with the different working styles of others ▪ Encourages resolution of conflict within a group
Stakeholder Management	<ul style="list-style-type: none"> ▪ Takes concrete steps to add value for the stakeholder; ▪ Links people with areas (as appropriate); ▪ Monitors client and stakeholder satisfaction; ▪ Constructively deals with stakeholder issues.
Presentation Skills	<ul style="list-style-type: none"> ▪ Prepares and delivers logical, sequential and succinct presentations; ▪ Use clear and concise language; ▪ Answers queries and creates an understanding of the presentation topic.
Organisational Awareness	<ul style="list-style-type: none"> ▪ Uses formal and informal influencing relationships and decision-making processes; ▪ Appreciates the responsibilities, legal obligations and limits that apply to an organisation; ▪ Actively seeks to understand the priorities and interests of various groups and key individuals.

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

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: _____