

# General Forester Position Description

## Context

<b>Manager</b>	Senior Forester (or as otherwise determined)
<b>Division</b>	Operations – Community Forestry
<b>Location</b>	Ballarat district office
<b>Tenure</b>	Fixed Term (2 years)
<b>Career Level</b>	Career Level 4

## Primary Objectives

<b>Organisational</b>	<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 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 are committed to giving stakeholders the opportunity to have input into our forestry practices.</p>
<b>Role</b>	<p>Largely field based, the role will contribute to and have responsibility for aspects of reconnaissance, operational planning, scheduling, risk management, roading, harvesting and coupe regeneration operations in line with legislative requirements and business objectives. Field work will be balanced with time in the office to assist with planning and reporting of field work. The role involves working closely with other Foresters and the Regional Management Team to achieve operational outcomes for the team.</p>

## 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 fair and transparent 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.

- Conduct inventory/reconnaissance programs, carrying out detailed investigation of defined areas to determine strategies for accessing, harvesting and regeneration in line with regulatory requirements.
- Assist in preparation of the Timber Utilisation Plan by undertaking inventory/reconnaissance programs, carrying out detailed investigation of defined areas to determine strategies for accessing, harvesting and regeneration.
- Engage with VicForests staff, DELWP (Department of Land, Water and Planning) and stakeholders regarding coupe specific and district issues and to resolve complex problems.
- Prepare coupes for harvest, including; preparation of the forest coupe plan, field marking of trees and boundaries, undertaking biodiversity field inspections and managing special values at the coupe level.
- Supervise Licensees and contractors, including; auditing compliance and undertaking log grading.
- Supervise seed collection contractors, including preparation of seed collection plans and auditing contractors' compliance with codes of practice, regulations, prescriptions and other relevant legislation.
- Provide high level technical and operational advice to the Senior Forester, other staff, stakeholders and the general public.
- Provide input to Community Forestry's strategic direction to optimise individual and team performance through training, development and performance management.
- Manage key projects to ensure they are delivered on time and on budget, including provision of high-level input to the development, implementation and monitoring of a range of commercial forestry plans.
- Assist other team members, as required, with other tasks including reconnaissance, review of operational plans, field marking, coupe burning, fire suppression and auditing.
- Undertake any duties and responsibilities to meet the requirements of the team or broader business.
- Ensure sufficient knowledge and understanding of corporate policy and practice to undertake all tasks to corporate standards.
- Identify and implement opportunities for continuous improvement and business development.
- 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	Essential / Desirable
Appropriate degree or equivalent post graduate qualification in Forestry, Natural Resource Management, or a related field.	Highly Desirable
Minimum of 3 - 5 years working within a forestry or natural resource management focussed business in a planning or operational role.	Essential
Physical fitness to enable effective completion of field-based work.	Essential
Current Victorian Drivers Licence with ability to travel	Essential

Experience	Competencies acquired through experience
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<b>Highly Desirable</b>	
Contractor Management	<ul style="list-style-type: none"> <li>▪ Experience in forest operations and supervision preferably associated with commercial timber harvesting.</li> <li>▪ Experience in managing and resolving conflict.</li> <li>▪ Ability to provide authoritative advice and feedback to contractors or forest operators.</li> <li>▪ Able to provide a high-level input into operational planning processes.</li> </ul>
Operational Awareness	<ul style="list-style-type: none"> <li>▪ Understanding of productivity drivers for Licensees and contractors.</li> <li>▪ Understanding of operational timber harvesting principles.</li> <li>▪ Demonstrated understanding of the principles of silviculture or forest ecology and how this changes across various forest types.</li> <li>▪ Understanding of legislation underpinning forest management operations</li> <li>▪ Knowledge of timber product grades and uses</li> </ul>
Bush navigation	<ul style="list-style-type: none"> <li>▪ Map reading and GPS skills</li> <li>▪ Able to navigate on foot to pre-determined points, often through thick undergrowth</li> </ul>
Computer Skills	<ul style="list-style-type: none"> <li>▪ Proficient in GIS mapping, editing and analysis</li> <li>▪ Good knowledge of Microsoft Office, particularly Word and Excel</li> </ul>
<b>Preferred</b>	
Planning and engagement	<ul style="list-style-type: none"> <li>▪ Demonstrated experience in providing district level resource data based on feedback of work program progress/monitoring.</li> <li>▪ Demonstrated ability to plan forest operations and ensure all regulatory requirements are adhered to.</li> <li>▪ Demonstrated ability to liaise with stakeholders including public, government agencies, customers and staff on a variety of issues.</li> </ul>
OHS Legislation & Implementation	<ul style="list-style-type: none"> <li>▪ Detailed knowledge of OHS standards and takes a leading role in implementing requirements</li> <li>▪ Demonstrates leadership in OHS and ensures a strong safety culture is inherent in all areas of work</li> <li>▪ Provides input for improvement of systems and takes appropriate action to prevent safety breaches</li> </ul>

<b>Attributes</b>	<b>Behaviours</b>
Written Communication	<ul style="list-style-type: none"> <li>▪ Ensures written communications contain necessary information to achieve their purpose</li> <li>▪ Prepares briefs, letters, emails and reports using clear, concise and grammatically correct language</li> </ul>
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> </ul>

<p>Decisiveness</p>	<ul style="list-style-type: none"> <li>▪ Makes rational and sound decisions based on a consideration of the facts and alternatives</li> <li>▪ Evaluates rational and emotional elements of situations</li> <li>▪ Makes quick decisions where required</li> <li>▪ Seeks guidance where required to allow decisions to be made</li> </ul>
<p>Creativity and Innovation</p>	<ul style="list-style-type: none"> <li>▪ Generates new ideas</li> <li>▪ Draws on a range of information sources to identify new ways of doing things</li> <li>▪ Actively influences events and promotes ideas</li> <li>▪ Translates creative ideas into workplace improvements</li> <li>▪ Reflects on experience and is open to new ways to improve practice</li> </ul>
<p>Service excellence</p>	<ul style="list-style-type: none"> <li>▪ Constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same</li> <li>▪ Takes responsibility for correcting problems promptly and without becoming defensive</li> <li>▪ Makes specific changes in work methods to improve outcomes, quality and timeliness of service</li> <li>▪ Monitors client and stakeholder satisfaction</li> </ul>
<p>Stakeholder Engagement</p>	<ul style="list-style-type: none"> <li>▪ Actively builds positive relationships with management and other staff</li> <li>▪ Engages effectively with stakeholders to build trust</li> <li>▪ Demonstrated liaison with regulatory bodies regarding coupe specific and regionally based issues</li> <li>▪ Demonstrated liaison with external stakeholders around Timber Utilisation Planning</li> <li>▪ Engages with stakeholders and the wider business to communicate challenges and seek answers</li> </ul>
<p>Self-Management</p>	<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>
<p>Teamwork</p>	<ul style="list-style-type: none"> <li>▪ Cooperates and works well with others in the pursuit of team goals</li> <li>▪ Collaborates and shares information</li> <li>▪ Shows consideration, concern and respect for others' feelings and ideas</li> <li>▪ Accommodates and works well with the different working styles of others</li> <li>▪ Displays flexibility in the face of changing work priorities and tasking</li> <li>▪ Encourages resolution of conflict within a group</li> </ul>

## Further Information

Long periods of sedentary desk/computer duties will be required at times as part of this role.

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

Long-distance travel and occasional overnight stays in country locations will be required.

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
- new employees may be required to demonstrate physical ability to undertake field work

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: \_\_\_\_\_