

Director of Strategy Position Description

Context

Manager	General Manager, Transformation
Division	Transformation
Location	Corporate Support Office, Melbourne
Tenure	Fixed Term - 12 months
Career Level	Career Level 6

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	Responsible for the development of a VicForests policy that underpins the transformation programs of farm forestry, plantations, biomass and carbon in line with Australian and Victorian environmental regulations to drive the future sustainability and profitability of the business.

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.

Policy Development

- Develop a policy position for VicForests that underpins new services and programs including; Farm Forestry, Plantations, and Biomass and Carbon in collaboration with internal and external bodies and government departments.
- Prepare and deliver, within tight timeframes, detailed and authoritative briefings, correspondence, discussion papers and reports to key internal and external stakeholders.
- Develop a policy position in relation to Australian and Victorian environmental obligations including the engagement with DJPR and DEWLP on water use and carbon accounting.
- Engage, consult and work collaboratively with key multidisciplinary partners and stakeholders to proactively source information and data, identify issues, and deliver proposals and initiatives to deliver outcomes and drive progress such as the NFF and AFPA
- Manage the preparation and lodgement of drafting of complex ministerial and other correspondence relating to VicForests Transformation policy and its associated new programs

Strategy Development

- Identify strategies for VicForests to best position the organisation for future government funding and business opportunities that are aligned to policy position, VicForests strategy and corporate plans.
- Manage the development of the VicForests future industry vision in partnership with the executive team and ensure commercial perspectives are incorporated into government industry policy development, including VicForests remit
- Manage the development of VicForests transformation strategy including long term business model/growth strategies that aligns state policy and board strategic direction with VicForests strategic and business plans
- Develop and execute the businesses strategic growth plans and business development initiatives in close partnership with the executive team and Senior Management Team.

Strategic Advisory

- Source and utilise information about industry and market trends, competitive threats and possible business opportunities to inform VicForests transformation strategy and program.
- Providing authoritative and strategic advice to the General Manager, Transformation and CEO when required.
- Develop and provide advice to government on opportunities for economic and community development for towns that are reliant on the native timber industry

Research and Development

- Identify and synthesise the best international scientific evidence on Forestry and Carbon practices to inform transformation strategies.

Collaboration and partnerships

- Collaborate across government and sectors to identify opportunities for enhanced value recovery from forestry assets and/or better service delivery and efficiency
- Establish rapport and strong communication and partnering relationships, within the leadership team, organisation cross-functionally as well as with external partners and stakeholders
- Seek and develop partnerships with our customers, contractors and dependent regional communities to support them in developing and realising new business opportunities

Other

- Lead and model VicForests values
- Have a personal commitment to safety and ensure the value of Zero Harm is embedded within the division and its processes
- 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.

Selection Criteria - Core Capabilities

Qualifications	Essential / Desirable
Appropriate degree in Policy, Business, Law or Natural Resource Management	Desirable
Current Victorian Drivers Licence with ability to travel	Essential

Core Capabilities	
Strategy Development	<ul style="list-style-type: none"> ▪ Able to develop and plan strategies to position VicForests and secure its future in a changing political and economic environment.
Commercial Skills	<ul style="list-style-type: none"> ▪ Knowledgeable about financial issues and responsibilities; ▪ Proactively seeks more efficient ways of doing things; ▪ Focuses on activities and projects that will bring the best long-term return for the organisation.
Stakeholder Management	<ul style="list-style-type: none"> ▪ Build effective relationships ▪ Consult with and maintain dialogue with a variety of key stakeholders including government, customers and contractors, potential investors/customers industry groups, unions and stakeholders ▪ Establish relationships to seek information of strategic importance and to seek a position of influence in key forums
Planning and Organising	<ul style="list-style-type: none"> ▪ Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required; ▪ Delegates responsibilities to ensure goals are met; ▪ Liaises with others when organising work; ▪ Recognises actual and potential barriers and finds effective ways to deal with them.
Business Planning	<ul style="list-style-type: none"> ▪ Strategic planning to determine company and divisional strategy and objectives ▪ Plan and implement procedures and systems to maximize operating efficiency ▪ Recognises actual and potential barriers and finds effective ways to deal with them ▪ Examine critically business opportunities and to develop commercial and operational mechanisms to deliver the organisation's commercial objectives and new business initiatives. ▪ Conduct analysis and prepare comprehensive business cases for business development initiatives
Communication	<ul style="list-style-type: none"> ▪ Effectively communicate goals and interplay of ideas and concepts ▪ Communicate in a manner which is clear, fluent and holds audience's attention ▪ Prepare and deliver logical, sequential and succinct presentations
Negotiating skills	<ul style="list-style-type: none"> ▪ Working to achieve best overall outcomes when there are conflicting possible outcomes ▪ Able to manage key stakeholders and customers, and present arguments and information in a manner that gains their support

Behaviours	
Professional and Integrity	<ul style="list-style-type: none"> ▪ Displays and maintains a high level of personal integrity ▪ Behaves in an honest, ethical and professional manner, promoting and advocating the highest standards of personal and professional behaviour and evaluating the performance in the light of those values ▪ Committed to the public interest ▪ Inspires trust by treating all fairly
Developing others	<ul style="list-style-type: none"> ▪ Actively seeks to improve others' skills and talents by providing constructive feedback, coaching and training opportunities ▪ Empowers others by investing them with the authority and latitude to accomplish tasks ▪ Appropriately delegates responsibilities to further the development of others
Relationship building	<ul style="list-style-type: none"> ▪ Establishes and maintains relationships with people at all levels ▪ Promotes harmony and consensus through diplomatic handling of disagreements ▪ Forges useful partnerships with people across business areas, functions and organisations ▪ Builds trust through consistent actions, values and communication and minimises surprises
Strategic and Innovative	<ul style="list-style-type: none"> ▪ Ability to judge and make high level strategic decisions within a corporate perspective ▪ Questions the status quo and searches for business opportunities, innovation, and continuous improvement in operations and products ▪ Translates creative ideas into workplace and business improvements ▪ Reflects on experience and is open to new ways to improve practice
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 others' feelings and ideas; ▪ Accommodates and works well with the different working styles of others; ▪ Encourages resolution of conflict within group.
Resilience	<ul style="list-style-type: none"> ▪ Leads with courage, tenacity and independence in the face of political tensions and public scrutiny ▪ Takes responsibility for managing resources in a way that enables sustained performance

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

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: _____