

# Forest Compliance Officer Position Description

## Context

<b>Manager</b>	Manager Forest Compliance
<b>Division</b>	Governance & Legal Services
<b>Location</b>	Negotiable
<b>Tenure</b>	Ongoing
<b>Career Level</b>	Career Level 3 or 4 (dependent on experience)

## 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 are committed to the sustainable harvest and regeneration of our forests. More than this, we are a committed and active member of all the communities within which we harvest.</p> <p>Our staff live and work within local communities across the State. Our operations and activities are always carried out with our staff and community in mind.</p>
<b>Role</b>	Manage the development and maintenance of VicForests Business Management System through ongoing audit and investigation programs to ensure continual improvement in line with all regulatory requirements.

## 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.

- Provide authoritative advice on the implementation of VicForests' regulatory requirements and Operating procedures including HCV requirements.
- Liaise with VicForests' staff, stakeholders and regulatory bodies regarding forest reports and other planning, operational and compliance issues.
- Oversee the review and implementation of operational procedures and processes to ensure organisational consistency and continual improvement of operational requirements.
- Assist with the review, reporting and quality assurance of key operational data, systems and processes, including TRP/TUP consistency checks, annual harvesting history, etc.
- Lead delivery of investigations to assess operational compliance with both VicForests SFMS and all regulatory requirements.
- Scrutinise results of audit and investigation programs to assess compliance, identify trends and highlight opportunities for improved performance.
- Undertake administrative tasks including, but not limited to, data entry of species observations, entering incident details into Risk Wizard, filing information and documents appropriately.
- Engage with key staff to implement process and system solutions that drive continuous improvement.
- Coordinate the review and delivery of training elements and competencies required by operational staff.
- Assist with the development and review of VicForests' documents including instructions, field guides and other documents.
- 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 in Forest Science, Environmental Science, Natural Resource Management, or Ecology	Desirable
Current Victorian Drivers Licence with ability to travel	Essential

Experience	Competencies acquired through experience	
Experience in regulatory requirements and implementation	<ul style="list-style-type: none"> <li>▪ Able to read and interpret a variety of regulatory instruments.</li> <li>▪ Able to identify when further guidance is required</li> <li>▪ Experience in developing internal documents.</li> <li>▪ Able to deliver training in regulatory and biodiversity issues</li> </ul>	Desirable
Experience with various information systems	<ul style="list-style-type: none"> <li>▪ Understanding of technology required to access and maintain information across VicForests systems.</li> <li>▪ Use of basic computer packages such as Word and Excel.</li> <li>▪ Ability to use ArcGIS products to perform basic analysis, extract data and produce purpose-specific maps.</li> </ul>	Technical Capacity
Field experience	<ul style="list-style-type: none"> <li>▪ Knowledge and experience in undertaking work in forest environments.</li> </ul>	Essential
Risk Management	<ul style="list-style-type: none"> <li>▪ Experience in assessing risks.</li> <li>▪ Able to use and interpret a risk rating matrix to assess environmental and social risk.</li> </ul>	Desirable

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 styles and formats</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>▪ Sees things from another's point of view and confirms understanding</li> <li>▪ Expresses own views in a constructive and diplomatic way</li> <li>▪ Reflects on how own emotions impact others</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>▪ Seeks all relevant information for problem solving</li> <li>▪ Investigates and probes for the facts</li> <li>▪ Liaises with stakeholders</li> <li>▪ Analyses issues from different perspectives and draws sound inferences from information available</li> <li>▪ Identifies and proposes workable solutions to problems</li> </ul>
Initiative and Accountability	<ul style="list-style-type: none"> <li>▪ Proactive and self-starting</li> <li>▪ Seizes opportunities and acts upon them</li> <li>▪ Takes responsibility for own actions</li> </ul>
Detail focus	<ul style="list-style-type: none"> <li>▪ Observes fine details</li> <li>▪ Identifies gaps in information</li> <li>▪ Looks for logical sequences of information</li> <li>▪ Highlights practical considerations of plans and activities</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 [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: \_\_\_\_\_