

Manager, Forest Conservation and Research Position Description

Context

Manager	Manager, Environmental Performance
Division	Stakeholders and Planning
Location	Negotiable
Tenure	Ongoing
Career Level	Career Level 5
Direct Reports	Three

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. 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	<p>Provide expertise and ongoing advice in the development, implementation and continual improvement of VicForests' forest conservation (ecology, biodiversity, water and soils) policies, programs and processes, including development and maintenance of key scientific relationships and the management of VicForests' research strategy.</p>

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.

Leadership and management

- Provide leadership and direction to the Forest Conservation & Research team to optimise individual and team performance through effective leadership, training and development and performance management.
- Take responsibility for the day-to-day implementation of Occupational Health and Safety programs in the workplace. Ensure occupational health and safety requirements are embedded in the processes for which the position is responsible.
- Represent VicForests at various forums providing expert opinion where appropriate. These forums may include conferences, interagency meetings and negotiations, and court proceedings.
- Provide expert advice to senior management including executive and Board level.

Forest conservation research

- Responsible for the development, maintenance and delivery of VicForests' Forest Conservation Research Plan
- Contribute to the design, implementation and analysis of scientific research and monitoring programs
- Undertake effective project management, including delivery of projects in line with quality, time, and budgetary constraints
- Contributes to the design, implementation and analysis of scientific research and monitoring programs.
- Management of students and projects being undertaken in collaboration or under supervision of VicForests where applicable
- Initiate, develop and manage key relationships with universities, research institutes and government agencies to ensure delivery of collaborative and individual research programs and integration of research with such institutions
- Production of scientific publications, reviews, and reports.

Forest ecology, biodiversity, water, and soils advice

- Responsible for the review and application of VicForests' forest conservation framework
- Liaison with internal and external stakeholders regarding the implementation of biodiversity management and forest science policies, procedures, and instructions
- Provide advice to senior management regarding biodiversity management and forest science issues
- Contribute advice and expertise to the design and analysis of VicForests' field flora & fauna survey programs
- Contribute to the delivery of forest science training and development for all staff
- Seek and interpret expert advice on the management of forest conservation, ecology, biodiversity values, silviculture, fire risk, soils and water.

General

- Contribute towards biodiversity and forest science reporting across the business
- 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	Include all educational qualifications, licences and accreditation required for the position	Essential / Desirable
Appropriate degree (post graduate qualifications preferable)		Essential
Current Victorian Drivers Licence with ability to travel throughout Victoria		Essential

Experience	Competencies acquired through experience
Experience in managing teams	<ul style="list-style-type: none"> ▪ Able to clearly define role expectations, monitor performance, provide timely and constructive feedback, and facilitate employee development ▪ Demonstrated leadership of a values driven culture, particularly regarding Safety
Native Forest Management	<ul style="list-style-type: none"> ▪ Knowledge of the native timber industry and a willingness to work collaboratively with stakeholders and contribute to ongoing improvement to sustainable forest management in Victoria
Forest conservation Management.	<ul style="list-style-type: none"> ▪ Experience in forest conservation management in one or more areas of forest science, ecology, biodiversity management, or soils and water protection. ▪ Able to compile research and management plans for a range of species
Policy Development	<ul style="list-style-type: none"> ▪ Experience in policy development in a forest conservation context ▪ Understanding of the regulatory framework behind the management of threatened species within Victoria (and knowledge of same throughout Australia and at the Commonwealth is highly desirable)
Communication Skills	<ul style="list-style-type: none"> ▪ Well-developed communication skills and an ability to negotiate outcomes with external stakeholders and contractors ▪ Ability to effectively engage with a range of stakeholders, including government, contractors, and research organisations/academics ▪ Ability to effectively engage with internal stakeholders including operational and planning staff, as well as senior management
Technical Knowledge and Field Experience	<ul style="list-style-type: none"> ▪ Technical knowledge and field experience in the implementation and assessment of field research programs ▪ Able to design and implement field survey processes in line with current best practice for a range of species ▪ Ability to design and implement scientifically credible research programs ▪ Able to prepare and interpret scientific literature
Stakeholder Management	<ul style="list-style-type: none"> ▪ Demonstrated experience in providing high level advice on key forest conservation issues to a range of stakeholders ▪ Ability to research information from a range of sources and provide advice to various levels of management
Development and Application of Operational Standards and Regulations	<ul style="list-style-type: none"> ▪ High level expertise in the development and application of operational standards and regulations, preferably in a forestry context ▪ Ability to manage forest conservation and biodiversity programs with due regard for Occupational Health and Safety requirements within a forestry context.

Attributes	Behaviours
Written communication	<ul style="list-style-type: none"> ▪ Prepare complex briefs, letters, emails and reports using clear, concise and grammatically correct language ▪ Display excellent scientific writing ability, suitable for publication ▪ Edit written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs ▪ Ensures appropriate style and formats are used.
Verbal communication	<ul style="list-style-type: none"> ▪ Confidently conveys ideas and information in a clear and interesting way ▪ Clearly understands the target audience and the objectives of the communication ▪ Uses audience feedback to refine communication and ensure communications are understood ▪ Handles difficult and sensitive communications well.
Organising and Planning	<ul style="list-style-type: none"> ▪ Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required ▪ Identifies processes, tasks and resources required to achieve a goal ▪ Establishes systems and procedures to guide work and track progress ▪ Recognises actual and potential barriers and finds effective ways to deal with them ▪ Possesses project management skills, suitable to manage complex projects.
Leadership	<ul style="list-style-type: none"> ▪ Builds team commitment by demonstrating personal conviction ▪ Translates organisational strategy into meaningful long-term plans and objectives for own area of responsibility ▪ Motivates others to deliver against goals

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 will 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 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: _____