

Senior Forester Planning Position Description

Context

Manager	Regional Manager, North East
Division	Operations
Location	Alexandra or Woori Yallock
Tenure	Ongoing
Career Level	Career Level 5

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	<p>Manage and report on the regional planning process from coupe information obtained from the Tactical Planning team for the preparation and delivery of completed coupe plans, to ensure harvesting is ready for timely commencement in line with the Rolling Operations Plan and harvesting schedules.</p> <p>The role will require management and coordination of planning staff and resources to achieve this objective. This role will require teamwork and consultation with other teams including the Senior Forester harvesting, Rooding and Regeneration Coordinators, to ensure successful development and delivery of harvest schedules that align with contractor ASL and SOP. The role will provide for a coordinated response with Biodiversity, compliance, stakeholder and tactical planning processes.</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.

- Manage and develop a transparent planning process that clearly shows end to end coupe planning process, identifying resource requirements, risks and priorities that can be communicated to the Regional Manager for action where required.
- Manage and maintain a Rolling Operations Plan (ROP) that provides a comprehensive outline of the operations program for the ensuing 3 years, meeting the forecast Buyer Operations Plan (BOP) and harvesting contractor ASL
- 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.
- Collate monthly coupe production estimates by contractor, integrating this into the Sales Operations and Planning Process (SOP)
- Take a lead role in the management of the Gap Review Process in consultation with the Tactical Planning Manager ensuring that future sales and operational considerations are incorporated into Timber Release Plans (TRP).
- Ensure coupes are planned and >50% marked, are quality and risk-assured and ready to harvest, including assessing all coupes for management issues and assigning management actions to these in line with codes of practice, regulations, prescriptions HCV planning guidelines and other relevant legislation.
- Coordinate the development of HCV and coupe plans, maps and associated documents, ready for handover to Operations Harvesting with an emphasis on being three coupes ahead of Harvesting contractors.
- Coordinate the Management Standards and Procedures (MSP) Exemption process, ensuring DELWP and OCR approvals are received ahead of handover to Operations Harvesting.
- Ensure the delivery of Biodiversity Management programs through consultation with DELWP and other stakeholders on any related matters and outcomes, as well as the direction and coordination of VicForests Biodiversity survey programs, and implementation of outcomes.
- Manage spatial and non-spatial coupe data and associated systems including CIS, CENGEA and GIS
- Consult closely with the Senior Forester Harvesting on a regular basis regarding Planning Foresters resource requirements in order to execute harvest plans on time and within budget.
- Collate final logging history data and produce slope and yield advice for coupes post-harvest reconciliation
- Provide leadership and strategic direction to employees to optimise individual and team performance
- Provide an environment where staff can develop to meet their full potential through training and development
- Take responsibility for performing the role (and the roles this position is responsible for) in accordance with all relevant system requirements, including sustainable forest management
- Perform duties in a manner that ensures the health and safety of yourself and others. Ensure operations are conducted in a safe manner within environmental guidelines. Ensure that all incidents and hazards are reported in a timely manner
- Identify and communicate key risks and ensure risk management processes are followed. Ensure risk management is embedded in the processes for which the position is responsible

Selection Criteria - Core Capabilities

Qualifications	Essential / Desirable
Bachelor of Forest Science or equivalent	Desirable
Current Victorian Drivers Licence with ability to travel	Essential

Experience	Competencies acquired through experience
Experience in the managing, developing, and mentoring team members to ensure capability and service delivery	<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
High level understanding of forest modelling and analysis processes	<ul style="list-style-type: none"> ▪ Able to analyse complex data ▪ Able to evaluate the area and other changes on timber resources ▪ Able to design and implement a forest inventory program
Experience in preparing organisational response to various issues	<ul style="list-style-type: none"> ▪ Able to analyse issues related to resource availability and develop organisational response ▪ Able to prepare detailed reports, strategies and business cases
Experience in developing short, medium- and long-term plans and managing of projects	<ul style="list-style-type: none"> ▪ Able to develop short, medium and long-term plans ▪ Able to understand tactical and operational needs ▪ Produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified ▪ Demonstrated experience and knowledge of strategic, tactical and operational planning
Experience in overseeing the implementation of systems required for the access and maintenance of information	<ul style="list-style-type: none"> ▪ Understanding of systems required to access and maintain information.
Experience in managing commercial forest operations	<ul style="list-style-type: none"> ▪ Able to develop budgets ▪ Ability to report on Forestry operations with regards to related metrics ▪ Able to ensure consistent operational standards ▪ Able to interpret regulations, policies and plans
Excellent relationship building and negotiation skills in order to negotiate outcomes which are optimal for both parties	<ul style="list-style-type: none"> ▪ Evidence of negotiations that produced beneficial outcomes for VicForests and contractors or stakeholders ▪ Able to liaise with government and other stakeholders ▪ Able to effectively negotiate on behalf of VicForests ▪ Able to demonstrate values of VicForests when developing relationships with internal and external stakeholders ▪ Able to manage potential conflict between parties

Attributes	Behaviours
Problem Solving	<ul style="list-style-type: none"> ▪ Seeks all relevant information for problem solving ▪ Liaises with Stakeholders ▪ Analyses issues from different perspectives and draws sound inferences from information available ▪ Identifies and proposes workable solutions to problems ▪ Implements solutions, evaluates effectiveness and adjusts actions as required.

Strategic Planning	<ul style="list-style-type: none"> ▪ Thinks at the 'big picture' level ▪ Entertains wide-ranging possibilities in developing a vision for the future ▪ Works across a number of time frames ▪ Translates strategic direction into day-to-day activities.
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
Written Communication	<ul style="list-style-type: none"> ▪ Prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language ▪ Edits written communication to ensure it contains the information necessary to achieve its purpose and meet audience needs ▪ Ensures appropriate style and formats are used.
Systems Thinking	<ul style="list-style-type: none"> ▪ Diagnoses trends, obstacles and opportunities in the internal and external environment ▪ Understands the linkages between natural systems and communities to inform policy ▪ Conceptualises and defines the systems working within an organisation.
Policy Skills	<ul style="list-style-type: none"> ▪ Formulates and communicates public policy options and recommendations ▪ Keeps up to date with a broad range of contemporary issues ▪ Scans for links and potential implications of proposed policy options ▪ Liaises with stakeholders.
Resource Management	<ul style="list-style-type: none"> ▪ Monitors expenditure against budget projections ▪ Plans for and manages risks ▪ Ensures the use of honest, transparent and appropriate purchasing processes
Advanced Computer Skills	<ul style="list-style-type: none"> ▪ Uses a wide range of software applications including Word, Excel, ArcGIS, SQLserver, Lotus Notes ▪ Assists others with problem-solving on word processing and related applications.

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: _____