

# Planning Manager East Gippsland Position Description

## Context

Manager	Regional Manager East Gippsland
Division	Operations
Location	Orbost
Tenure	Full Time / 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 the Regional Planning through the delivery and maintenance of Rolling Operations Plans, associated schedules and wood flows, as well as delivery of Timber Release Plans. Also, the role will provide support for the Regional Manager in stakeholder engagement and business development.</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 maintain a Rolling Operations Plan (ROP) that provides a comprehensive outline of the operations program for the ensuing 18 months that meets the forecast Buyer Operations Plan (BOP), and harvesting contractor ASL
- Manage the monthly Sales and Operational Planning Process (SOP), in consultation with the Operations Manager, ensuring that planned harvest volumes match the BOP, and produce monthly haulage schedules
- Take a lead role in the management of the Gap Review Process in consultation with the Operations Manager ensuring that future sales and operational considerations are incorporated into Timber Release Plans (TRP)
- Manage development and approval of TRP to agreed timelines, including oversight of field and office resource assessment, plan development, stakeholder liaison and quality assurance
- 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
- Develop plans and budgets that achieve financial objectives, and provide timely reports on performance against plan
- Consult closely with the Operations Manager on a regular basis in regards to General Forester resource requirements in order to execute plans on time and within budget
- Lead VicForests participation in audit and investigation programs and analyse outcomes, identifying and implementing opportunities for improvement
- Lead Regional Stakeholder Engagement and Business Development
- 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"> <li>▪ Able to clearly define role expectations, monitor performance, provide timely and constructive feedback and facilitate employee development</li> <li>▪ Demonstrated leadership of a values driven culture, particularly regarding Safety</li> </ul>
High level understanding of forest modelling and analysis processes	<ul style="list-style-type: none"> <li>▪ Able to analyse complex data</li> <li>▪ Able to evaluate the area and other changes on timber resources</li> <li>▪ Able to design and implement a forest inventory program</li> </ul>

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

Attributes	Behaviours
Problem Solving	<ul style="list-style-type: none"> <li>▪ Seeks all relevant information for problem solving;</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> <li>▪ Implements solutions, evaluates effectiveness and adjusts actions as required.</li> </ul>
Strategic Planning	<ul style="list-style-type: none"> <li>▪ Thinks at the 'big picture' level</li> <li>▪ Entertains wide-ranging possibilities in developing a vision for the future;</li> <li>▪ Works across a number of time frames;</li> <li>▪ Translates strategic direction into day-to-day activities.</li> </ul>
Verbal Communication	<ul style="list-style-type: none"> <li>▪ Confidently conveys ideas and information in a clear and interesting way;</li> <li>▪ Clearly understands the target audience and the objectives of the communication;</li> <li>▪ Uses audience feedback to refine communication and ensure communications are understood;</li> <li>▪ Handles difficult and sensitive communications well</li> </ul>
Written Communication	<ul style="list-style-type: none"> <li>▪ Prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language;</li> <li>▪ Edits written communication to ensure it contains the information necessary to achieve its purpose and meet audience needs;</li> <li>▪ Ensures appropriate style and formats are used.</li> </ul>
Systems Thinking	<ul style="list-style-type: none"> <li>▪ Diagnoses trends, obstacles and opportunities in the internal and external environment;</li> <li>▪ Understands the linkages between natural systems and communities to inform policy;</li> <li>▪ Conceptualises and defines the systems working within an organisation.</li> </ul>

Policy Skills	<ul style="list-style-type: none"> <li>Formulates and communicates public policy options and recommendations;</li> <li>Keeps up-to-date with a broad range of contemporary issues;</li> <li>Scans for links and potential implications of proposed policy options;</li> <li>Liaises with stakeholders.</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>Monitors expenditure against budget projections</li> <li>Plans for and manages risks</li> <li>Ensures the use of honest, transparent and appropriate purchasing processes</li> </ul>
Advanced Computer Skills	<ul style="list-style-type: none"> <li>Uses a wide range of software applications including Word, Excel, ArcGIS, SQLserver, Lotus Notes;</li> <li>Assists others with problem-solving on word processing and related applications.</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 [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: \_\_\_\_\_