

# Distribution Planner Position Description

## Context

Manager	Sales and Distribution Manager
Division	Distribution
Location	Woori Yallock or Noojee
Tenure	Ongoing
Career Level	Career Level 4

## 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 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>
Role	To coordinate deliveries to customers while meeting contractual obligations in the most efficient and cost-effective manner.

## 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.

- Coordinate the efficient delivery of logs from coupe to customer to achieve monthly targets.
- Produce and update monthly haulage schedules for contractors that optimises the best outcome for VicForests while meeting contractual and legal obligations.
- Provide analytical advice and report on deliveries month to date.
- Monitor haulage contractor performance, customer requirements and deliveries against targets.
- Provide support to the Customer Account Managers and the Sales & Distribution Manager.
- Accountable for logistics, quality and quantity of stock in storage sites.
- Actively participate in the Sales and Operations Planning process and chair the weekly production meeting to balance supply with demand.
- Identify and communicate key risks and ensure risk management processes are followed.
- Address contractor issues by identifying constructive and mutually beneficial solutions for them and VicForests.
- 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 sustainable forest management system requirements.

## Selection Criteria - Core Capabilities

Qualifications	Essential / Desirable
Appropriate degree or Diploma in Forestry Science or a related area	Desirable
Commercial experience with transport contractors or in a logistics environment	Desirable
Current Victorian Drivers Licence with ability to travel	Essential

Experience	Competencies acquired through experience
Advanced Computer Software and Systems Skills and Knowledge	<ul style="list-style-type: none"> <li>▪ Demonstrates excellent knowledge of research tools such as linear programming, transportation, inventory and simulation models, in addition to skills in Excel and other data modelling and reporting tools.</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>▪ Ability to develop long-term professional relationships with contractors and customers.</li> </ul>
Technical and operational skills and knowledge in forest operations	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of forest harvest and haulage operations and their key drivers.</li> </ul>
OHS Legislation & Implementation	<ul style="list-style-type: none"> <li>▪ Sound understanding of legislation, policy and practices in the conduct of native forest harvesting and haulage operations.</li> <li>▪ An understanding of the NHVR and Chain of Responsibility.</li> </ul>
Continual Improvement	<ul style="list-style-type: none"> <li>▪ Able to apply complex logistics and business improvement solutions to develop schedules that ensure contractual requirements are met whilst taking into account operational constraints.</li> </ul>

Attributes	Behaviours
Communication & Presentation Skills	<ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills with the ability to influence outcomes and decision making.</li> </ul>
Planning and Organisation	<ul style="list-style-type: none"> <li>▪ Demonstrated ability to achieve goals and outcomes in a timely manner.</li> </ul>
Self-Management	<ul style="list-style-type: none"> <li>▪ Self-motivated and capable of demonstrating VicForests' corporate values.</li> <li>▪ Able to work with limited supervision</li> </ul>
Organisational awareness	<ul style="list-style-type: none"> <li>▪ Uses formal and informal methods influencing relationships and decision making processes;</li> <li>▪ Appreciates the responsibilities, legal obligations and limits that apply to the organisation;</li> <li>▪ Actively seeks to understand the priorities and interests of various groups and key individuals.</li> </ul>
Advanced Computer Skills	<ul style="list-style-type: none"> <li>▪ Uses a wide range of software application features for word processing, spreadsheets etc.;</li> <li>▪ Assists others with problem-solving related applications.</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>▪ Sees things from others point of view and confirms understanding</li> <li>▪ Expresses own views in a constructive and diplomatic way</li> </ul>
Service excellence	<ul style="list-style-type: none"> <li>▪ Constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same</li> <li>▪ Takes responsibility for correcting problems promptly and without becoming defensive</li> <li>▪ Makes specific changes in work methods to improve outcomes, quality and timeliness of service</li> <li>▪ Monitors client and stakeholder satisfaction</li> </ul>
Systems thinking	<ul style="list-style-type: none"> <li>▪ Identifies and understands the long term impact of particular courses of action on the organisations objectives</li> <li>▪ Understands how various processes within an organisation integrate</li> <li>▪ Recognises components of a system and their interconnections</li> </ul>
Verbal Communication	<ul style="list-style-type: none"> <li>▪ Confidently conveys ideas and information in a clear and interesting way;</li> <li>▪ Understands and meets the needs of target audiences (i.e. the right information to the right people);</li> <li>▪ Welcomes constructive feedback;</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>▪ Seeks all relevant information for problem solving;</li> <li>▪ Investigates and proves 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>

## 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.

For further information about this role, please contact HR on 9608 9519 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: \_\_\_\_\_