

# Forester Tactical Planning Position Description

## Context

<b>Manager</b>	Manager Tactical Planning
<b>Division</b>	Operations
<b>Location</b>	Woori Yallock, Noojee or Erica
<b>Tenure</b>	Fixed term (2 years) / Full-time
<b>Career Level</b>	Career Level 2

## 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 undertake all 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>
<b>Role</b>	Contribute to the development of Tactical Plans through remote and field resource assessment and facilitation of regulatory approval of harvesting plans.

## 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 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.

- Assist with the inventory/reconnaissance programs, carrying out detailed investigation of defined areas to determine strategies for accessing, harvesting and regeneration in line with regulatory requirements.
- Ensure inventory/reconnaissance data is appropriately captured, stored and mapped in line with business requirements and in order to meet all team targets.
- Liaise with VicForests staff, DELWP (Department of Land, Water and Planning) and other stakeholders regarding coupe specific issues to ensure completion of inventory assessments.
- Assist in the tracking of team targets, team reporting and meetings as required, undertaking additional team and business tasks in line with business plans and the Manager Tactical Planning requirements.
- Assist with other Forester roles as required including field marking, coupe burning, fire suppression and auditing.
- 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

<b>Qualifications</b>	Include all educational qualifications, licences and accreditation required for the position	Essential
Appropriate Degree or Diploma in Forest Science, Land Management, Ecology, Environment or equivalent		Desirable
Physical fitness to enable effective completion of field-based work.		Essential
Current Victorian Drivers Licence with ability to travel		Essential

<b>Experience</b>	<b>Competencies acquired through experience</b>
Forest Management Knowledge	<ul style="list-style-type: none"> <li>▪ Ability to understand the legislation underpinning forest or other natural resource management operations.</li> <li>▪ Ability to understand the characteristics and silviculture of Victorian eucalypts and other key flora or knowledge of ecological processes.</li> <li>▪ Ability to interpret written policy and prescription information for application to on-ground activities and plans.</li> </ul>
Computer Skills	<ul style="list-style-type: none"> <li>▪ Able to quickly learn new computer system skills such as GIS mapping, editing and analysis</li> <li>▪ Good knowledge of Microsoft Office, particularly Excel</li> </ul>
Bush Navigation	<ul style="list-style-type: none"> <li>▪ Map reading including GPS skills</li> <li>▪ Able to navigate to pre-determined points, often through thick undergrowth</li> </ul>

Attributes	Behaviours
Organising and Planning	<ul style="list-style-type: none"> <li>▪ Identifies processes, tasks and resources required to achieve a goal</li> <li>▪ Identifies more- and less-critical activities and operates accordingly, reviewing and adjusting as required</li> <li>▪ Develops and implements systems and procedures to guide, work and track progress</li> <li>▪ Recognises barriers and finds effective ways to deal with them</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>▪ Advises and actively collaborates with Manager Tactical Planning and Tactical Planning team</li> <li>▪ Motivates and supports others in the pursuit of team goals</li> <li>▪ Develops strong ties with other business functions to ensure collaboration for achievement of business objectives</li> <li>▪ Applies understanding of interrelationships between stakeholders and/or other business functions to achieve objectives</li> </ul>
Communication	<ul style="list-style-type: none"> <li>▪ Expresses own views in a constructive and diplomatic way and welcomes constructive feedback;</li> <li>▪ Prepares briefs, letters, emails and reports which contain necessary information to achieve their purpose using clear, concise, and grammatically correct language;</li> <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>▪ Sees things from others' points of view and confirms understanding.</li> <li>▪ Reflects on how emotions impact on others</li> </ul>
Self-Management	<ul style="list-style-type: none"> <li>▪ Plans and prioritises work to ensure outcomes are achieved;</li> <li>▪ Resists the temptation to react immediately without taking time to think things through;</li> <li>▪ Uses strengths to contribute constructively, and consciously manages the impact of own weaknesses;</li> <li>▪ Anticipates own reactions to situations and prepares accordingly.</li> <li>▪ Forecasts workflow requirements and communicates potential issues with manager.</li> </ul>
Organisational Awareness	<ul style="list-style-type: none"> <li>▪ Uses formal and informal influencing relationships and decision-making processes</li> <li>▪ Appreciates the responsibilities, legal obligations and limits that apply to an organisation</li> <li>▪ Actively seeks to understand the priorities and interests of various groups and key individuals</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  
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 on-boarding 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](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: \_\_\_\_\_