

Haulage Safety & Compliance Officer Position Description

Context

Manager	Sales & Distribution Manager
Division	Operations
Location	Negotiable (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 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	Ensure the safety and compliance of the VicForests haulage fleet against VicForests standards and relevant laws and regulations.

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.

- Ensure the VicForests haulage fleet including all contracted and sub contracted trucks is compliant against VicForests standards and relevant laws and regulations.
- Establish systems to monitor mass, fatigue, maintenance, roadworthy, Electronic Braking Systems (EBS) & Geographical Positioning Systems (GPS) compliance of the VicForests haulage fleet and report findings to Senior Management on a regular basis.
- Undertake regular audits of the VicForests truck fleet to ensure compliance against VicForests standards and relevant laws and regulations.
- Monitor haulage system and field audit results and ensure non-conformances are tracked and rectified with agreed timeframes.
- Undertake haulage incident and serious near miss investigations and report findings and corrective actions.
- Provide key advise to the Sales & Distribution Manager regarding haulage safety & compliance.
- Regular engagement with haulage industry stakeholders to ensure VicForests is demonstrating an active approach to haulage safety.
- Take responsibility for the day-to-day implementation of Occupational Health and Safety programs in the workplace.
- 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 system requirements.
- Identify and communicate key risks and ensure risk management processes are followed.

Selection Criteria - Core Capabilities

Qualifications	Essential / Desirable
Appropriate degree in Forestry or Logistics or related areas	Desirable
Current Victorian Drivers Licence with ability to travel	Essential

Experience	Competencies acquired through experience
Written Communication	<ul style="list-style-type: none"> ▪ Prepares briefs, letters, emails and reports using clear, concise and grammatically correct language. ▪ Ensures written communications contain necessary information to achieve their purpose. ▪ Uses appropriate style and formats.
Organisation and Planning	<ul style="list-style-type: none"> ▪ Identifies processes, tasks and resources required to achieve a goal. ▪ Identifies more and less critical activities and operates accordingly, reviewing and adjusting as required. ▪ Develops and implements systems and procedures to guide, work and track progress. ▪ Recognises barriers and finds effective ways to deal with them.

Influence & Negotiation	<ul style="list-style-type: none"> ▪ Adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections ▪ Sells own ideas by linking them to others' values, needs and goals. ▪ Negotiates and implements a well-planned course of action to achieve a specific impact. ▪ Understands the need to involve experts and other third parties when necessary to strength a case.
Problem Solving	<ul style="list-style-type: none"> ▪ Seeks all relevant information for problem solving. ▪ Analyses issues from different perspectives and draws sound inferences from information available. ▪ Investigates and probes for facts. ▪ Ability to liaise and communicate effectively with stakeholders; ▪ Identifies and proposes workable solutions to problems.

Attributes	Behaviours
Self-Management	<ul style="list-style-type: none"> ▪ Plans and prioritises work to ensure outcomes are achieved ▪ Resists the temptation to react immediately without taking time to think things through ▪ Uses strengths to contribute constructively, and consciously manages the impact of own weaknesses ▪ Anticipates own reactions to situations and prepares accordingly
Interpersonal Skills	<ul style="list-style-type: none"> ▪ Sees things from others' point of view and confirms understanding ▪ Expresses own views in a constructive and diplomatic way ▪ Reflects on how own emotions impact on others
Detail Focus	<ul style="list-style-type: none"> ▪ Observes fine details ▪ Identifies gaps in information ▪ Looks for logical sequences of information ▪ Highlights practical considerations of plans and activities
Conceptual & Analytical Ability	<ul style="list-style-type: none"> ▪ Deals with concepts and complexity comfortably ▪ Uses analytical and conceptual skills to reason through problems ▪ Has creative ideas and can project how these can link to innovations
Teamwork	<ul style="list-style-type: none"> ▪ Cooperates and works well with others in the pursuit of teams goals ▪ Collaborates and share information ▪ Shows consideration, concern and respect for others' feelings and ideas ▪ Accommodates and works well with the different working styles of others ▪ Encourages resolution of conflict within a group

Relationship Building

- Establishes and maintains relationships with people at all levels
- Promotes harmony and consensus through diplomatic handling of disagreements
- Forges useful partnerships with people across business areas, functions and organisations
- Builds trust through consistent actions, values and communication
- Minimises surprises

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 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: _____