

# Operations Planning Forester Position Description

## Context

Manager	Regional Manager West Gippsland
Division	Operations
Location	Noojee
Tenure	Full Time or Part Time 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	Plan and manage the scheduling and risk management of coupes in line with legislative requirements and business objectives.

## 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.

- Develop the long-term Rolling Operations Plan (ROP) by matching contractors to coupes in line with contractual obligations and sales commitments
- Create contractor Annual Harvest Plans and measure and track progress against sales and contractual commitments throughout the year
- Ensure changes to ROP are captured promptly and that the ROP is current at all times
- Work closely with Operations Foresters and Rooding Coordinators to ensure the ROP is current and the forward plan is maintained out to 18months
- Ensure coupes are risk-assured and ready to log, including assessing all coupes for management issues and assigning management actions to these in line with codes of practice, regulations, prescriptions and other relevant legislation
- 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.
- Undertake stakeholder notifications and liaison around coupe regulatory issues, intention to harvest, road closures and regrowth retention parameters
- Collate final logging history data and produce slope and yield advice for coupes post-harvest reconciliation
- Assist other areas of the business as required, including undertaking coupe marking, roadline marking, regeneration burning, coupe reconnaissance and community engagement activities
- Provide technical advice, knowledge and feedback to the business. Develop relevant reports that assist the business in analysis of performance
- Contribute to fire suppression activities in conjunction with the Department of Environment and Primary Industries
- 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

Qualifications	Essential / Desirable
A degree or other equivalent post graduate qualification in Natural Resource Management or related field, preferably with a commercial forestry focus	Desirable
Current Victorian Drivers Licence with ability to travel	Essential

Experience	Competencies acquired through experience
Species identification	<ul style="list-style-type: none"> <li>▪ Good knowledge of the characteristics and silviculture of Victorian eucalypts and other key flora</li> <li>▪ Good understanding of, and ability to identify key forest habitat attributes</li> <li>▪ Understanding of special values and protection requirements</li> <li>▪ Knowledge of timber product grades</li> </ul>

Experience	Competencies acquired through experience
Bush navigation	<ul style="list-style-type: none"> <li>▪ Map reading including GPS skills</li> <li>▪ Moderate fitness level</li> <li>▪ Able to navigate to pre-determined points, often through thick undergrowth</li> </ul>
Operational awareness	<ul style="list-style-type: none"> <li>▪ Understanding of legislation underpinning forest management operations</li> <li>▪ Understanding of harvesting, roading, regeneration and other operational principles</li> <li>▪ Understanding of contracts and contract management</li> </ul>
OHS legislation and implementation	<ul style="list-style-type: none"> <li>▪ Knowledge of OHS standards and ability to implement requirements</li> <li>▪ Ensures OHS and safety underpin all operations</li> <li>▪ Takes appropriate action to prevent safety breaches</li> </ul>
Computer skills	<ul style="list-style-type: none"> <li>▪ Good GIS mapping and editing skills</li> <li>▪ Good knowledge of Microsoft Office, particularly Excel</li> </ul>

Attributes	Behaviours
Written Communication	<ul style="list-style-type: none"> <li>▪ Prepares briefs, letters, emails and reports using clear, concise and grammatically correct language</li> <li>▪ Ensures written communications contain necessary information to achieve their purpose</li> <li>▪ Uses appropriate style and formats</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> <li>▪ Sees things from others' points of view and confirms understanding</li> </ul>
Organising and Planning	<ul style="list-style-type: none"> <li>▪ Able to prepare and implement plans, with an emphasis on timber production</li> <li>▪ Can work independently and manage own work schedule</li> <li>▪ Manages workload to ensure coupes are prepared ahead of schedule</li> <li>▪ Well developed organisation and logistical skills</li> </ul>
Strategic Planning	<ul style="list-style-type: none"> <li>▪ Understanding and ability to identify all aspects of risk</li> <li>▪ Ability to think and make decisions at a big picture level and provide this viewpoint to others</li> <li>▪ Ability to link strategies and actions to operational team goals</li> </ul>

Attributes	Behaviours
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> </ul>
Decisiveness	<ul style="list-style-type: none"> <li>▪ Able to make decisions immediately and with conviction</li> <li>▪ Commits to a definite course of action</li> <li>▪ Makes rational and sound decisions based on consideration of facts and alternatives</li> </ul>
Detail Focus	<ul style="list-style-type: none"> <li>▪ Observes fine details</li> <li>▪ Identifies gaps in information</li> <li>▪ Looks for logical sequences of information</li> <li>▪ Highlights practical considerations of plans and activities</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>▪ Collaborates and shares information</li> <li>▪ Cooperates and works well with others in the pursuit of team goals</li> <li>▪ Shows consideration, concern and respect for others' feelings and ideas</li> <li>▪ Accommodates and works well with the different working styles of others</li> <li>▪ Encourages resolution of conflict within a group</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: \_\_\_\_\_