Position Description
Planning Manager

Sustainable Timber Tasmania (STT) manages Tasmania's public production forest for a vast array of environmental, social and economic values. Managing these forest values respectfully, innovatively and sustainably is at the heart of everything we do. As a Government Business Enterprise, we are committed to sustainably managing the forest estate, sustainably supplying timber and sustainably growing our business. Sustainable Timber Tasmania is proud to be a recognised as a Tasmanian Employer of Choice. Our people are key to the success of the business and we invest in the development of a flexible, diverse, supportive and inspiring workplace.

ORGANISATIONAL CONTEXT

Division:	Operations	**Group:**	Planning

POSITION PURPOSE

Leads the organisation's planning functions to deliver integrated tactical and operational planning programs that support safe, compliant and commercially sustainable forest operations. The Planning Manager provides enterprise-wide leadership for planning capability, standards, resourcing and stakeholder engagement, ensuring contracted wood supply commitments, regulatory obligations and business priorities are achieved.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10507	Operations General Manager (01162)	Planning Coordinator NE (10379) Planning Coordinator NW (10378) Planning Coordinator South (10185) Forest Practices Plan (FPP) Specialist (10271)	TBD

Industrial Instrument	Non-EA Contract
Broadband Classification	N/A

POSITION ACCOUNTABILITIES

Duties and responsibilities include, but are not limited to the following:

- Lead the enterprise tactical and operational planning functions, setting planning priorities, standards, governance and resourcing to support delivery of operational, commercial, safety and compliance objectives
- Translate business strategy and wood supply commitments into integrated tactical and operational planning programs across regions
- Provide leadership, coaching and performance management for planning employees and build capability, accountability and consistent practice across the planning team
- Monitor, analyse and report planning performance, risks, resource requirements and delivery against wood production, financial and compliance targets
- Oversee the preparation, certification and quality assurance of Forest Practices Plans to ensure effective, timely and compliant forest operations
- Lead planning-related safety, environmental, legislative and forest certification compliance, ensuring risks, non-conformances and improvement actions are identified, reported and addressed
- Manage planning budgets, contractor inputs, procurement activity and service delivery to ensure value for money and business continuity
- Provide authoritative advice to the Operations General Manager and senior leaders on planning performance, constraints, opportunities and emerging operational risks
- Lead stakeholder engagement on planning matters with regulators, contractors, customers, neighbours, industry participants and other external parties

- Drive continuous improvement in planning systems, processes, data quality and reporting to improve efficiency, transparency and decision making

KEY COMMUNICATIONS

Internally the position liaises with:

- Operations General Manager and the Operations leadership team
- Planning team members and forest operational managers
- Sales, harvesting, roading, reforestation, conservation, fire management, land and property, finance, safety and compliance teams
- Executive and senior managers on planning performance, risks, resourcing and business priorities

Externally the position communicates with:

- Forest Practices Authority, regulators, specialists and auditors on planning, compliance and certification matters
- Contractors, customers and service providers involved in planning and operational delivery
- Stakeholders including neighbours, local government, utilities, apiarists, tourism operators and community representatives
- Industry partners and external advisers on strategic and operational planning issues

QUALIFICATIONS, SKILLS, ABILITIES AND EXPERIENCE

- Degree or diploma in forestry, natural resource management, planning, business or a related discipline, and/or significant senior experience in a comparable operational planning leadership role
- Demonstrated experience leading teams, managing performance and developing capability in a complex operational environment
- Strong knowledge of commercial forestry operations, forest planning, Forest Practices Plans, safety, environmental management, certification and contract management
- Ability to interpret strategy, analyse complex information, manage risk and provide sound advice to senior leaders
- High-level stakeholder engagement, negotiation, communication and influencing skills
- Achieve Australasian Inter-service Incident Management System (AIIMS) or its replacement
- Complete and maintain Forest Practices Officer (Planning) accreditation, where required for the role
- Able to use planning, spatial, reporting and business systems to support evidence-based decision making and performance reporting

CAPABILITIES – MANAGER

Leads Business	Continuous Improvement	Consistently striving to improve processes, systems and products to drive efficiencies and build customer value.
	Prioritising and Planning	Defining individual and teamwork priorities, actions plans and resources to facilitate the efficient delivery of work.
	Decision Making	Applying a systematic process for evaluating and selecting the most appropriate course of action given available information.
Leads People	Coaching	Provides guidance and shares knowledge, approaches and information to build knowledge and skills to achieve work objectives.
	Delegating and Empowering Others	Sharing responsibility down through the business unit to grow capability and effectively achieve team objectives.
	Facilitating Change	Encouraging others to improve processes, systems and products; leads change initiatives helping others to overcome resistance and adapt to new ways of working.

Engages Others	Building Partnerships	Proactively builds and maintains collaborative business relationships with people inside and outside (if relevant) of STT to facilitate the effective delivery of business goals.
	Influencing Others	Formulates a persuasive argument to build commitment to an agenda or influence others' commitment to a course of action or plan.
	Building Customer Relationships	Initiates, builds and maintains strategic customer relationships to facilitate the effective delivery of business goals.
Leads Self	Courage	Proactively addresses difficult situations, advocates for others and takes definitive actions to protect the interest of individuals, the organisation and the environment.
Values	1. Respect – We create safe spaces	
	2. Responsibility – We take ownership	
	3. Growth – We create sustainable value	
	4. Excellence – We make it happen	

CHALLENGES

The main challenges facing the position include:

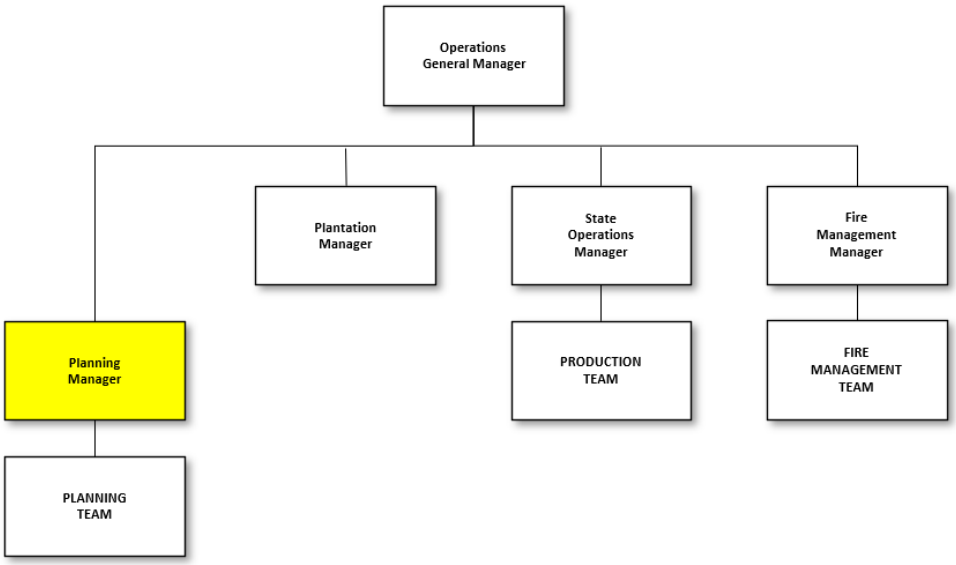
- Balancing strategic planning priorities with operational delivery requirements, customer commitments and changing field conditions
- Leading consistent planning practice and capability across regions while responding to commercial, environmental, safety and regulatory expectations
- Managing complex stakeholder expectations and resolving planning constraints in the broader corporate interest

OTHER REQUIREMENTS

- Be physically fit and able to undertake field work in remote forest locations, and pass the annual fire fighter health evaluation comprising a medical assessment and fitness test
- Participate in fire management and suppression activities including being on the fire roster, and play a key role as part of Inter-Agency AIIMS Incident Management Teams
- Hold a current driver's licence (preferably manual)
- Complete the annual Performance Development process
- Achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role
- Comply and adhere to the organisation's policies and procedures, including the Code of Conduct
- Be available for rostered fire duties on weekends, public holidays and outside normal work hours
- Adhere to duty of care responsibilities to yourself and others under health and safety legislation

ORGANISATION CHART

Operations: Overview



Operations: Planning

