



Job Description Form

1. Position Details

Position Title Senior Forest Planner (Forest Management Plan)			Position Number DBCA3156561
Level/Grade SCL2	Specified Calling SCL2	Agreement PSA 1992, PSCA 2022	Effective Date 9 October 2023
Division Conservation and Ecosystem Management		Branch Forest Management Branch	
Section		Location Manjimup and Bunbury	

2. Reporting Relationships

Position title Branch Manager	Level/Grade SCL5
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Recruitment and Establishment Section
Registered JDF
CB 4 July 2024

Responsible to ↑

Position Title Program Leader Forest Planning	Level/Grade SCL3
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Other offices reporting directly to this office

Position title Project officer	Level SCL1
Sustainable Resource officer	L4

Responsible to ↑

This position

Officers under *direct* responsibility

Position Title Forest Planner (Forest Management Plan)	Level/Grade L4	Approx. no. FTEs supervised 1
Resource Assessment Officers	L2 to L4	3-5

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

<p>Under general supervision:</p> <p>Leads the integrated planning and design of Forest Enhancement Areas (FEAs) on the ecological thinning program for jarrah and karri regrowth, mining rehabilitation and catchment trials, in accordance with the <i>Forest Management Plan 2024-2033 (FMP)</i>.</p> <p>Ensures the completion of FEA plans through the Disturbance Approval System (DAS) to guarantee all statutory requirements, authorisations and environmental assessments are in place prior to commencement of disturbance operations in FEAs.</p> <p>Ensures evidence of compliance of operations with DAS is gathered for monitoring and reporting purposes.</p>

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under general direction

Planning / Monitoring (60%)

1. Designs and prepares ecological thinning plans for each FEA which provide for the range of forest health and other management objectives, consistent with FMP settings, silvicultural guidelines and best-practice thinning operations in native forests.
2. Ensures DAS proposals for FEAs are timely, comprehensive, maintain consistent standards across forest categories (jarrah and karri regrowth and mining rehabilitation), and are prepared within a continuous improvement framework.
3. Monitors and reports on compliance of ecological thinning operations with DAS approval conditions.

Liaison, Engagement and Communications (20%)

4. Liaises across DBCA workgroups to ensure (as far as practicable) integration of FEA operations with other forest management activities including prescribed fire, visitor recreation services and research and monitoring activities.
5. Liaises with external organisations including traditional owner groups, Forest Products Commission, mining companies, local government, Water Corporation and other stakeholders on constraints, expectations and requirements for ecological thinning.

Management and Administration (10%)

6. Develops work procedures which ensure planning and data management processes are documented to corporate audit standards and reflect requirements within the *Forest Management Plan 2024-2033*, *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, associated regulations, other relevant Acts and regulations, departmental policy statements and guidelines.

Other (10%)

7. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
8. Undertakes other duties as directed.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following 5 criteria. These should be addressed in no more than 5 pages in total.

1. Sound knowledge of tactical (operational-level) planning for native forest thinning operations and silvicultural strategies that promote forest health and resilience.
2. Demonstrated ability and well-developed skills in application of Geographic Information Systems, databases and scheduling tools to develop and communicate forest operation plans.
3. Well-developed project management, interpersonal, oral and written communication skills including skills in consultation, negotiation and leadership.
4. Demonstrated ability to develop practical solutions to complex forest management planning and operational implementation issues.
5. Demonstrated experience and well-developed skills in stakeholder consultation and negotiation to achieve program outcomes.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

6. Tertiary degree in a relevant discipline (Forestry, Natural Resource Management, Environmental Science) or approved equivalent qualification.
7. Demonstrated ability to maintain good working relationships within a team environment.
8. Understanding of occupational, health and safety, and equity and diversity principles and practices.
9. Current "C" class driving licence.
10. Sound knowledge of relationship of native forest operations and planning to the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, associated regulations, other relevant Acts and regulations, policy statements, guidelines and manuals (Desirable).
11. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience (Desirable).

Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

12. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence** (Desirable).

Information on whether appointment to this position is subject to provision of a satisfactory Working With Children check or a National Police check, is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1.0 FTE (Full Time)		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD vehicles		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: