



## Position Description

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<b>Title:</b>	Forestry Manager
<b>Branch:</b>	Sector Partnerships and Programmes
<b>Reports to:</b>	Operations Manager
<b>Location:</b>	Wellington
<b>Term:</b>	Fixed Term – 6 months
<b>Approved by:</b>	Director Crown Forestry
<b>Date:</b>	April 2018

### Purpose of the position

The purpose of this role is to provide forestry management support to the Operations Manager in line with Crown Forestry's business objectives, with a particular focus on working collaboratively with forest management contractors to plan, budget and control forest development operations.

Crown Forestry is a commercial trading organisation managing the Crown's commercial forestry assets including entering into new commercial arrangements to develop plantation forests as part of the Government's One Billion Trees programme. Its role is to prudently manage and administer this portfolio of forestry assets to achieve the best return for the Government and also meet the Crown's legal and contractual obligations. As a direct participant of the New Zealand forest industry, Crown Forestry stands apart from the fundamental policy, regulatory and service delivery roles of MPI.

### Principal responsibilities/key results areas

- Implement and maintain forestry operations systems and processes including monitoring and reporting on physical and financial performance; and review contractor/sub-contractor performance
- Act as the Crown's steward in respect of the maintenance and improvement of the forest assets
- Implement and maintain audit processes for forestry operations as set out in Crown Forestry's Quality Management System
- Ensure Health and Safety legislative compliance in accordance with the Crown Forestry H&S plan
- Develop and maintain forest management plans in line with Crown Forestry guidelines
- Work with existing management contractors under the Crown Forestry's operating model
- Assist in the selection and induction of new management contractors to operate under the Crown Forestry's model
- Build and sustain positive working relationships with stakeholders (lessors, neighbours, territorial local authorities and regional councils, forest user groups) as appropriate to discuss and report on issues arising from forestry operations
- Monitor and audit on-forest operations (access, land preparation, planting, releasing, and pest control) including the employment and performance of sub-contractors
- Ensure tree crop and land is adequately protected and kept secure
- Assist the operations manager as required

## General

- Respond to the changing needs of the Ministry for Primary Industries (MPI), performing other tasks as reasonably required
- Maintain a strict sense of professional ethics, confidentiality and privacy, and abide by MPI's Code of Conduct
- This position description is not intended to be an exhaustive list of tasks, but to act as a guide to the main duties and responsibilities of the position. Its content will be subject to regular review in conjunction with the job holder

## Key Relationships and stakeholders

Internal	Nature of the relationship
Operations Manager, Crown Forestry	Reporting to and agreeing work plans, management support and development
Crown Forestry Group	Working with colleagues to deliver on the objectives of Crown Forestry
Other managers, teams within MPI	Financial management/reporting and compliance with MPI internal processes and procedures

External	Nature of the relationship
Management Contractors and sub-contractors	Ensure effective partnerships to deliver on Crown Forestry operational requirements
Sector Organisations	Representing the Crown as forest owner in the forest industry fora, including membership on industry committees and working groups as appropriate
Commercial partners	Ensure sound commercial relationships with customers and suppliers
Maori Organisations and tangata whenua	Active engagement to support the Crown's partnership aims and obligations

## Dimensions of the position

### Security clearance

To fulfil the requirements of this position a security clearance classification to the following level is required:	<b>Criminal Conviction Check.</b>
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## Education, skills and experience

Qualifications	Essential
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	<ul style="list-style-type: none"> <li>• A tertiary qualification in a relevant discipline</li> </ul>
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<b>Experience and knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experienced in managing forest operations, specifically pre-plant and establishment</li> <li>• A familiarity with the legislative/regulatory environment for the forestry sector (specifically health &amp; safety and the environment)</li> <li>• Experience in managing forest operations in an outsourced environment including supplier appraisal, negotiation, performance and delivery</li> <li>• Financial management capability including budgets and controls</li> <li>• An ability to consult with and manage relationships with a range of stakeholders</li> <li>• An ability to analyse issues, evaluate options and agree on a solution</li> </ul> <p><b>Desired</b></p> <ul style="list-style-type: none"> <li>• Knowledge and experience with tikanga Maori</li> </ul>
<b>Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• The capacity to enjoy a dynamic and challenging work environment</li> <li>• Is motivated with a 'can do' attitude</li> <li>• The ability to work as part of a team or independently</li> <li>• Ability to build effective working relationships with forest management contractors</li> <li>• Advanced written and oral communication skills with the ability to solve problems, negotiate and/or influence an outcome</li> <li>• Is dedicated to meeting the expectations of internal and external customers and is quickly able to gain their trust and respect</li> <li>• Managing people including the ability to achieve great results through others</li> </ul>

## Capabilities

<b>COMMON CAPABILITIES – expected in all MPI roles</b>	
<b>Engaging</b> <i>Te Whai Wāhitanga</i>	<ul style="list-style-type: none"> <li>• Connects with others</li> <li>• Listens</li> <li>• Reads people and situations</li> <li>• Interacts appropriately in different situational / social / cultural settings</li> <li>• Communicates tactfully</li> </ul>
<b>Honest and Courageous</b> <i>He Pono, He Māia</i>	<ul style="list-style-type: none"> <li>• Shows courage</li> <li>• Shows decisiveness</li> <li>• Acts with integrity</li> </ul>
<b>Resilient</b> <i>He Manawaroa</i>	<ul style="list-style-type: none"> <li>• Is adaptable</li> <li>• Remains effective under pressure</li> <li>• Demonstrates composure</li> </ul>

<b>COMMON CAPABILITIES – expected in all MPI roles</b>	
<b>Results Focus</b> <i>He Aro ki ngā Hua</i>	<ul style="list-style-type: none"> <li>Committed and tenacious</li> <li>Focused on achieving</li> </ul>
<b>Self-Aware Learner</b> <i>He Ākonga Kiri Mōhio</i>	<ul style="list-style-type: none"> <li>Seeks feedback on own performance</li> <li>Self-assesses</li> <li>Adapts approach</li> <li>Shows commitment to development</li> </ul>
<b>Tikanga Māori</b> <i>Tikanga: the dynamics of doing what is right / rite so as to respect, and not transgress, the mana, integrity and honour of anyone in a given context; Māori: the indigenous people of the land</i>	<ul style="list-style-type: none"> <li>Applies Māori culture and language to work</li> <li>Draws on Māori culture to enrich one's work</li> <li>Applies Māori knowledge and values within a government and Crown context</li> </ul> <p><i>Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.</i></p>

<b>CAPABILITIES – specifically relevant to this role</b>	
<b>Industry Awareness</b>	<ul style="list-style-type: none"> <li>Relates to industry</li> <li>Shows commercial nous</li> </ul>
<b>Inquiring and Analytical</b>	<ul style="list-style-type: none"> <li>Thinks analytically and critically</li> <li>Displays curiosity</li> <li>Shows awareness, and minimises impact of bias</li> </ul>
<b>Judgement and Decision-Making</b>	<ul style="list-style-type: none"> <li>Considers options and likely consequences</li> <li>Able to give rationale for decisions</li> <li>Is able to make decisions in uncertain situations</li> <li>Makes timely decisions, balancing the desire for complete information with the need to progress important or urgent matters</li> </ul>
<b>Solves Problems</b>	<ul style="list-style-type: none"> <li>Takes steps to fully understand the problem and contributing factors</li> <li>Explores different solution options and possible side effects</li> <li>Selects and implements solutions that are effective</li> <li>Involves stakeholders and ensures that solutions meet their needs</li> </ul>

<b>RESPONSE CAPABILITIES – for all staff who may be involved in a response</b>	
<b>Dealing with ambiguity</b>	Comfortably handles unclear or unpredictable situations
<b>Accountability</b>	Accepts responsibility for one's actions regardless of outcomes
<b>Professionalism</b>	Acts in accordance with job-related values, principles and standards
<b>Handling stress</b>	Manages pressure without getting upset, moody or anxious
<b>Integrity</b>	Acts honestly in accordance with moral or ethical principles