

JOB DESCRIPTION

Tasman Pine Forests Ltd Forest Estate Planner/Inventory Co-ordinator



POSITION TITLE:	FOREST ESTATE PLANNER/INVENTORY CO-ORDINATOR
LOCATION:	Nelson Region
REPORTS TO:	General Manager
DIRECT REPORTS:	None
OVERALL RESPONSIBILITY:	Responsible for developing long-term estate plans and building models to maximise growth and yield expectations. Also responsible for the company's inventory measurement and data management programme.

	KEY ACCOUNTABILITIES
ASSIST	Assist the Forest Development Manager and Information System / GIS Analyst as required.
FOREST ESTATE PLANNING	<p>Develop long term estate plans and build models to forecast growth and yield expectations for the estate using the Woodstock forest modelling software.</p> <p>Create and evaluate alternative scenarios incorporating senior management's strategic requirements.</p> <p>Develop one-year estate plans specifically for operations, planning and budget preparation.</p> <p>Generate yield tables for each croptype in the estate, and validate existing growth models.</p> <p>Maintain forest resources systems, and databases. Provide technical/analytical support in the areas of mensuration, modelling and yield estimation.</p>
INVENTORY	<p>Prepare and manage the collection of inventory data on an annual basis.</p> <p>Interact with and enter data into the Forest Information and Mapping System.</p> <p>Produce basic maps of plots for planning and inventory purposes.</p>

	<p>Provide inventory forecasts and status reports to the operations team.</p> <p>Make recommendations on inventory improvement initiatives.</p> <p>Liaise with external organisations as required to coordinate the inventory data management.</p>
VALUATION	<p>Manage the annual biological re-valuation exercise including selection of valuing service provider, provision of accurate data, and negotiation of the final result.</p> <p>Provide internal valuation of acquisition and divestment opportunities as they arise.</p>
CONTRACTOR MANAGEMENT	<p>Determine the most efficient method of collecting inventory data liaising closely with key contractors.</p> <p>Supervise mensuration contractors to ensure all work is carried out to specification and within budget constraints.</p> <p>Develop an annual plan of plot measurement and other mensuration work and forecast costs for budget preparation.</p>
STAKEHOLDER LIAISON	<p>Liaise and build relationships with key community stakeholders including neighbours, iwi and forest users to foster long term relationships.</p>
HEALTH & SAFETY RISK MANAGEMENT	<p>Support activities that build a safety culture across all workers including employees, contractors and the public. Initiate and support activities that build a strong safety culture. Gets personally involved in challenging unsafe behaviours and practices at all levels. Proactively addresses safety issues.</p> <p>Keep abreast with health and safety legislation including the regulations, forestry code of practices and leading safety practices.</p>
ENVIRONMENTAL RISK MANAGEMENT	<p>Ensure that the environmental systems are adhered to and that the protection of the environment is considered in all aspects of the planning and operations.</p> <p>Keep abreast with leading environmental practices, legislation, planning and resource consents. Ensure compliance of operations with the Resource Management Act.</p>

KNOWLEDGE, SKILLS

Experience / Education:

Sound practical experience in estate planning and modelling.

Highly proficient in appropriate software tools, including Woodstock forestry modelling software, excel, SQL database and ESRI mapping software.

Excellent numerical, written and verbal skills.

Deals with concepts and complexity comfortably.

	Tertiary qualified with a Bachelor of Forestry or similar degree and 5 years' practical field experience in forest estate planning and inventory management.
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