

**TITLE: WOODLANDS SUPERVISORS**

**CLASSIFICATION: STO 27 OR LSO3**

**JOB OVERVIEW**

*The Woodlands Supervisor leads and supervises a team of forest professionals and contractors that may be responsible for activities such as planning, developing, harvesting, access and silviculture within field teams or functional teams depending on how the business area is structured. The position is the expense authority and manages the budget for the teams. The position maybe the face of BC Timber Sales in the communities where there are field teams. The responsibilities of the position and the team members they supervise will vary according to the mixture of geographic, social, economic and timber issues. The position is accountable for ensuring that all operational and contractual activities meet legislative and certification standards (EMS/SFM/SAFE).*

**ACCOUNTABILITIES**

**Leading and Supervising Staff:**

- Leads a team of professionals, ranging from 4 to 11 direct reports, to meet BCTS' goal and objectives. Leadership in this role may include responsibility for professional development of under-implemented and newly Association of BC Forest Profession register staff (Foresters in Training/Training Forest Technologists).
- Works with field team staff to develop annual and five year goals for the field team.
- Leads staff to create personal learning and development plans, models leadership behaviours (such as active listening, coaching, recognition, mentoring) and displays a high level of emotional intelligence.
- Facilitates the resolution of technical and or interpersonal issues brought forward by team members and others.
- Responsible for performance management and creation of a cohesive, effective team to deliver team goals.
- Is integrally involved in the hiring of staff for the field team including leading staffing actions and making staffing decision recommendations.
- Actively participate as a member of leadership team to ensure all teams are aware of issues and challenges, and engages with other staff to find positive outcomes.

**Safety:**

- Contributes to the development of a positive safety culture and maintenance of SAFE Company certification.
- Responsible for safety at the field team level ensuring staff have regular competency reviews, required safety training, orientation, regular safety meetings and incident investigation.
- Ensures Timber Sale License (TSL) documents and monitoring meet the criteria of the BCTS Safety Program.
- Ensure contract documents and monitoring meets the criteria of the BCTS Safety Program.
- Ensures road networks are regularly inspected and maintained to ensure safe access.

**Business Planning:**

- Develops a five year business plan to ensure that operational goals (e.g. volume sold, ready to sell volume, silviculture, engineering, planning) are achieved for their program.
- Manages the five year business cycle to ensure that apportionment goals are achieved over the business cycle.
- Develops Timber Sale Schedule containing sufficient volume to sell the apportionment over the five year business cycle with a mix of TSLs representing the harvest profile optimizing net return on investment based on market conditions and trends, consistent with safe practices and sustainable forest management.
- Manages the field teams' budget and acts as expense authority for approximately \$1M - \$5M. Projects, monitors, reports and resolves any issues related to financial performance of field teams.
- Contribute to the development, negotiation and implementation of business-to-business agreements, including negotiation of the monetary consideration paid to the business partner.
- Monitors achievements against targets and goals for TSL, roads and silviculture activities and provides data and information to the Business Manager for the preparation of monthly, quarterly and annual achievement reports.
- Develops and leads strategic business initiatives to ensure long-term business sustainability.
- Liaises with BCTS registrants and contractors (e.g. road and development) to canvass for input and promote awareness of the five year business plan.

**Contract Management:**

- Responsible to choose the procurement method and lead the preparation, award and monitoring of contracts for planning, TSL development, access and silviculture required to achieve field teams' goals.
- Acts as the expense authority for field teams' contracts which includes the training and provision of staff to act as contract managers and qualified receivers for goods and services and the approval of contract invoices.
- Responsible to resolve any disputes that may arise under a contract.

**Planning:**

- Provides technical advice and review to develop the Forest Stewardship Plan (FSP).
- Participates in the development and implementation of the five year plan, considering forest stewardship and economic factors.
- Builds, maintains and enhances relationships with stakeholders, communities, and First Nations to facilitate the review and comment and implementation of operational plans.
- Supports the consultative process ensuring Timber Sales Manager fiduciary responsibilities are met.

**Operations:**

- Leads the development and implementation of project plans and strategies to ensure coordinated, timely and efficient delivery of field teams' goals such as planning, timber development and pricing, access management and silviculture.
- Ensures TSL development is consistent with the FSP.
- Leads the field teams' timber development strategy that optimizes operations to achieve revenue goals, meet apportionment, and sell representative timber sales that reflect a proportion of stand types and harvest systems within management units.

- Ensures all operational activities meet the requirements of current legislation, standards and guidelines, such as: Forest Act, Forest and Range Practice Act, and certification standards.
- Interprets legislation, policy and certification commitments to develop standard operating procedures and processes for the field teams' responsibilities.
- Development and implementation of plans based on environmental hazards to BCTS roads and structures inspections, maintenance, road reactivation, new construction and deactivation.
- Ensures TSL packages are prepared to meet legislative and BCTS requirements (i.e. market conditions, VCU calculation, appraisal submission, site plan and supporting documentation, harvest plan, cultural and archeological assessments, various assessments, mapping, etc.).
- Ensure legislated silviculture obligations are achieved. Coordinates planting, silviculture surveys, site preparation treatments and brushing to ensure openings meet free growing consistent with the FSP.
- Ensure that silviculture reporting timelines are met for denudation, regeneration and free growing. Coordinates rationale and amendments if timelines are not met.
- Develops and implements strategies to manage forest health issues in field team area such as windthrow, pest and disease outbreaks.

### **Harvest Conformance**

- Ensures licensees have an active operational plan in place.
- Oversees and supervises conformance staff to ensure licensee activities conform to the TSL and ensure certification standards are being maintained by licensees.
- Advises on proposed TSL amendments to ensure consistency with relevant legislation and the FSP and determine assessments that may be required to support the amendments.
- Manage the completion and closure of TSL obligations including road deactivation, hazard abatement, waste assessment and deposit release.
- Oversees preparation of professional recommendations in support of determinations for extension fee waivers, waste relief requests, deposit forfeiture relief requests, failure to complete license obligations and recommendation of suspension as required.
- Reporting suspected non-compliance through the Natural Resourcing Violation website and liaising with Compliance and Enforcement staff as required. May include leading or participating in BCTS investigations.

### **Other Duties**

- Represents the Business Area (BA) during audits of safety, sustainable and environmental certifications, contracts and Forest Practices Board as they relate to operational and contractual activities.
- Responsible for the maintaining the integrity of silviculture, block and road data, which includes maintenance of the deactivation and silviculture liabilities for the field teams.
- Represents the BA at public meetings; prepares written responses to letters concerning BCTS.
- Prepares briefings and other information as required to support ministry executive and or government operations.
- Participates in working groups and committees and recommends changes to legislation, regulations, policies and procedures to improve BCTS operations as required.

## **JOB REQUIREMENTS**

- A Registered Professional Forester (RPF) or a Registered Forest Technologist (RFT), or be eligible for registration as an RPF or RFT with the Association of BC Forest Professionals (ABC FP) and three years (gained with the last five years) of experience in operational forestry such as forest tenures, cut-block and road development, engineering, silviculture, harvest operations or compliance and enforcement.

## **PROVISOS**

- Must be willing and able to withstand the rigors of fieldwork.
- Must be willing to work in adverse weather conditions.
- Must be willing and able to travel to meet job requirements.
- Must be willing and able to travel in fixed and or rotary winged aircraft and or watercraft.

## **PREFERENCE STATEMENT**

- A Registered Professional Forester (RPF) or a Registered Forest Technologist (RFT), or be eligible for registration as an RPF or RFT with the Association of BC Forest Professionals (ABC FP) and four years (gained with the last seven years) of experience in operational forestry such as forest tenures, cut-block and road development, engineering, silviculture, harvest operations or compliance and enforcement.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Basic knowledge of the structures and mandates of the Ministry of Forests, Lands and Natural Resource Operations and BC Timber Sales.
- Knowledge of related legislation and regulations and the ability to interpret and apply legislation, policy and procedures.
- Knowledge of cost and benefit analysis and financial management and control.
- Knowledge of contract and project administration.
- Knowledge of safety procedures and practices as they relate to forestry activities.
- Knowledge in one or more of the following forestry fields: planning, timber development, appraisals, or silviculture.
- Ability to plan, organize, administer and monitor multiple projects and contracts simultaneously.
- Ability to identify, analyze and develop innovative solutions for operational and technical problems
- Ability to develop, monitor and evaluate results of operational processes
- Ability to conduct and analyse data for technical reviews and inspections.
- Ability to assess situations quickly and take appropriate and safe action.
- Ability to observe, report and maintain accurate records
- Ability to communicate clearly and effectively both verbally, in writing (respond to public inquiries, drafting professional reports and briefing materials), and or as a public presentation.
- Ability to use computer applications (such as GIS software, spreadsheets, databases, electronic mail, and word processing) to enter and retrieve data and create and edit a variety of effective correspondence and reports.

## BEHAVIOURAL COMPETENCIES

- Building Partnerships with Stakeholders is the ability to build long-term or on-going relationships with stakeholders (e.g. someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder. (L4)
- Business Acumen is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs. (L3)
- Empowerment is the ability to share responsibility with individuals and groups so that they have a deep sense of commitment and ownership. People who practice empowerment participate and contribute at high levels, are creative and innovative, take sound risks, are willing to be held accountable and demonstrate leadership. They also foster teamwork among employees, across government and with colleagues, and, as appropriate, facilitate the effective use of teams. (L4)
- Holding People Accountable involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions. (L4)
- Leadership implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly. (L4)
- Planning, Organizing and Coordinating involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate. (L4)
- Results Orientation is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation. (L5)
- Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views. (L5)