

Environmental Planner Job Description

Company:	Logic Forest Solutions Ltd
Employee:	TBC
Job Title:	Environmental Planner
Reports to:	Senior Technical Forester
Date prepared:	December 11 th 2024

Position summary:

The Environmental Planner will be responsible for specific environmental projects across the Logic business. This will include Resource Consent applications and processes, FSC accreditation and general environmental compliance. Initially an element of the role may involve assisting the Woody Debris Project team with commercial and administration functions.

Key Responsibilities

Tasks	KPIs
Management / Administration	
<ul style="list-style-type: none"> - Assist with weekly and monthly cashflow forecasting and ensure is completed in a timely fashion. - Ensure accurate record keeping and filing and ensure all site visit records and associated data and is filed correctly. - Job management using Workflow Max 	<ul style="list-style-type: none"> - Positive frame of mind and a can-do attitude - All files saved in the correct location at all times. - Accurate timekeeping in WorkFlowMax



Environmental Management	
<ul style="list-style-type: none">- Strong focus on LFSL Environmental policy and procedures, ensuring compliance and best practice is followed.- Preparing, submitting and managing the resource consent process across the Logic business.- Managing heritage and cultural aspects of projects including archaeological, historical and Wahi Tapu sites including Iwi relations etc- Assist with FSC accreditation development and processes throughout the Logic business- Community and Iwi Liaison- Assist with GIS Mapping as and when required- Manage Environmental monitoring, auditing, and compliance process- Stream health monitoring programmes and plans- Pest and Biodiversity monitoring programs and plans- Potential to represent Logic on various industry forums including EWC environmental focus group, Catchment Groups etc	<ul style="list-style-type: none">- All operations conducted to environmental best practice standards- Timely completion of Resource Consent and NES applications for upcoming operations- Assist in developing FSC processes throughout the Logic business- Regular environmental monitoring of forests and operations
Project Management	
<ul style="list-style-type: none">- Assist Woody Debris Project Management team with commercial and administrative functions of project- Assist with Preparation of Plans, budgets and cash flow forecasting.- Preparation and forecasting of operational work programmes	<ul style="list-style-type: none">- Working collaboratively with team and ensure deadlines are met.- Timely delivery of Management plans, budgets and forecasting- Preplanning of operations completed well in advance.- Timely reporting as per schedule

Health & Safety Compliance	
<ul style="list-style-type: none"> - Strong focus on LFSL Health & Safety policy and procedures, ensuring compliance and best practice is followed. - Work in a productive and safe manner always 	<ul style="list-style-type: none"> - Full compliance with Logic H&S system and processes
Qualifications, Experience and Competencies	
Qualifications and Experience	<ul style="list-style-type: none"> - Tertiary Qualification or Relevant experience that illustrates experience at a level aligned with the role - GIS / Geomaster experience preferred but not essential
Core Competencies	<ul style="list-style-type: none"> - Demonstrated experience and expertise in an environmental management role. - At least 5 years' experience in the forest industry
What we expect from you	<ul style="list-style-type: none"> - Able to manage workload, establish priorities. - Meet monthly budget and other firm KPI's. - Maintain a high standard of numerical accuracy and reporting. - Communicate clearly and in a timely manner with staff and clients. - Proven experience with office software such as Microsoft Office
What we want from you	<ul style="list-style-type: none"> - Fit well into our team culture. - Work effectively under pressure - Meet deadlines. - Help and support other team members when appropriate
Live into our Core Values	<ul style="list-style-type: none"> - Honesty – We are honest to ourselves, our team and the people we work with - Legacy – We advance our industry for the benefit of the land and the people. - Innovation – We are progressive explorers, always searching to lead the way. - Quality – We strive for excellence in all that we do. - Fun – We enjoy and are grateful for the opportunity

Hours of work:

Generally, 40 hours per week being flexible from Monday to Friday. From time to time and dependant on workload some additional hours and/or weekend work will be required.

General:

Read and agreed to by:

Signed:

Name:

Date:

