

### Position Overview

<b>Position Title</b>	<b>Lead Forester – Operations</b>		
<b>Position Number</b>	1097		
<b>Position Type</b>	Ongoing		
<b>Classification</b>	Level 4		
<b>Structure</b>	Operations Business Group	Coastal Region	Fraser Coast North District
<b>Location</b>	Tuan <sup>1</sup>		
<b>Reports to</b>	District Manager Fraser Coast North		
<b>Direct Reports</b>	Nil		
<b>Version</b>	2.0 as at 18 June 2024 2024 <sup>2</sup>		

### Position Purpose

The purpose of this position is to:

1. Ensure a safe and healthy workplace;
2. Provide operational leadership in the delivery of HQPlantations business outcomes;
3. Lead the operational delivery of quality silviculture and custodial programs for your District;
4. Lead the operational delivery of fire protection, preparedness, and wildfire suppression for your District;
5. Ensure all stewardship outcomes in the delivery of work programs are met; and
6. Foster a high performing, safe, and inclusive work environment by being a proactive member of your District, Regional, and company teams.

### Corporate Responsibilities

You are responsible for ensuring your behaviour and performance are aligned to:

- Our commitment to achieving a *Proactive Safety Culture*;
- Our *Corporate Values* of Commitment, Drive, Integrity, Respect, and Adaptability;
- The behaviour standards outlined in our *Code of Business Conduct* that reflect our *Growing Together Culture*:
  - Growing Our Culture;
  - Reflecting Our Safety Vision;
  - Delivering Ethical Governance;
  - Applying Business Acumen; and
  - Displaying Genuine Leadership.
- Our commitment to a diverse and inclusive workplace by being open to different ideas and cultures, committing to listening to each other, treating everyone fairly, and valuing different perspectives.

<sup>1</sup> The incumbent may be required to work from other HQPlantations locations from time to time which may require overnight travel.

<sup>2</sup> This Position Description may be redesigned from time to time to meet business needs.

### Position Accountabilities

#### 1. Ensure a safe and healthy workplace

- Ensure the safety of yourself, your team, and others by placing safety first in all work activities and decisions;
- All work activities are carried out in alignment with HQPlantations health and safety Policy and Standards as detailed in our Health & Safety Management System (HSMS);
- Undertake risk assessments at all times when hazards are identified, prior to all new work, and when change is introduced;
- Ensure all workers entering the workplace undertake the required inductions, and inspections and due diligence activities are carried out; and
- Ensure all Health & Safety Events are reported and undertake analysis of events as required.

#### 2. Apply people practices that enhance inclusiveness, culturally aligned behaviour, and high performance.

- Foster and promote individual behaviour that aligns with our Corporate Behaviour Standards;
- Provide authentic leadership by encouraging diversity, being open to different ideas and cultures, committing to listening to each other, treating everyone fairly, being inclusive, and valuing different perspectives;
- Lead and foster cooperation, accountability, and high performance within your team; and
- Work collaboratively with your team members and actively and genuinely participate as an effective member of your District, Regional, and company teams.

#### 3. Deliver planned silviculture programs

- Develop and implement operational plans for all work activities (e.g. establishment, maintenance etc) ensuring they meet HQPlantations standards and specifications;
- Undertake the development of tactical plans for establishment, forest maintenance, and fallow management;
- Ensure all environmental requirements are met in the delivery of silviculture programs;
- Deliver cost effective scheduling and allocation of contractor resources to meet unit cost targets;
- Undertake silviculture projects;
- Provide authoritative advice and support to others on silvicultural practices and techniques; and
- Ensure the use and storage of hazardous substances within the District meets all safety and environmental requirements.

#### 4. Maintain and deliver fire protection and wildfire suppression capacity

- Engage in fire protection activities in accordance with our Corporate Fire Management System (CFMS);
- Participate in the development and delivery of fire management plans for the District;
- Assist the Senior Forester with the delivery of fire prevention strategies (e.g. hazard reduction burning, fire line and fire break maintenance) in preparation for each fire season;
- Assist in the formulation of daily and weekly preparedness response for the District in accordance with the CFMS and Regional requirements;
- Provide input and assist in the collation of annual fire skills refresher training for the District;
- Provide authoritative advice and support to others on fire protection and wildfire suppression practices and techniques including on-the-job training/coaching for staff and contractors;
- Engage in wildfire suppression activities as required as a qualified and capable Sector Commander, and provide leadership in Incident Management Team (IMT) roles at Level 1 incidents; and
- Actively participate in fire preparedness rosters and daily fire risk responses, undertaking roles for which you are qualified.

### 5. All work meets our stewardship commitments

- Carry out work activities in accordance with HQPlantations stewardship practices and standards;
- Deliver your District's custodial programs or projects, declared pest management programs, and stakeholder engagement activities;
- Provide authoritative advice and support to others on cultural heritage, social impact, declared pests, endangered species, and ecosystem matters impacting the District; and
- Participate in the development and delivery of thematic plans such as risk, pest management, and grazing plans; and
- Work positively with and represent HQPlantations interests on business matters relating to operations with your team's external stakeholders.

### 6. Manage contractor performance and foster positive partnerships

- Manage your contractors in accordance with their contract and HQPlantations contractor management standards and practices;
- Monitor through quality assurance processes, inspections, and observations your contractor's performance to ensure quality products/services and safety requirements are delivered as agreed; and
- Positively engage with contractors (both contractor principals and their workforce) to ensure positive relationships are maintained and quality outcomes are delivered.

### 7. Deliver budgeted business outcomes and quality services

- Assist in the management of the District's expenditure budget so as to ensure that work is carried out consistently, corrective action taken on any variations, and expenditure contained within the allocated funds;
- Work with your District Manager in monitoring your District's annual budgets and business plan targets;
- Deliver quality outputs in alignment with quality practices and standards;
- Ensure the delivery of quality service to all other HQPlantations teams, so that their requirements are met; and
- Proactively explore innovative work practices that deliver operational excellence and improved business outcomes.

## Position Requirements

### Behaviours & Commitments (Essential)

- I am committed and aligned to **HQPlantations Values** of Commitment, Drive, Integrity, Respect and Adaptability;
- My behaviour is aligned to the **Code of Business Conduct** behaviour standards; and
- I am committed to fostering and developing **HQPlantations Growing Together Culture**.

### Knowledge & Skills

#### Health, Safety & Environment

- Practical and technical understanding of the application of health, safety, and environmental practices and systems required in a plantation forestry work environment; and
- Highly competent skills in the application and use of safety risk assessments in a hazardous work environment.

### Knowledge & Skills

#### ***Plantation Forestry Operations Management***

- Effective technical knowledge and application of plantation forest management operations and practices specifically in the areas of silviculture, stewardship, and asset protection. Additional knowledge in roading, harvesting, or haulage would be highly regarded;
- Effective and practical understanding of sound stewardship principles in the areas of certification, custodial activities, and stakeholder engagement; and
- Demonstrated and practical knowledge and skills in fire management strategies and methodologies for both fire prevention and wildfire suppression.

#### ***Workforce Management***

- Practical understanding of the skills and strategies to manage contractor engagement, performance, and relationship building.

#### ***Leadership & Interpersonal***

- Demonstrated genuine leadership skills to build working relationships and promote positive influence; and
- Demonstrated practical interpersonal communication skills including listening, coaching, and empathic engagement.

#### ***Business Acumen***

- Ability to make safe and business oriented decisions;
- Effective understanding and practical skills in financial management including financial analysis, job costing, and budgeting;
- Demonstrated project management and planning skills that deliver quality results on time and within budget;
- Effective written communication skills including business case development and investigative, and analytical reports; and
- High level technical knowledge and skills in information technology systems including Microsoft Office applications, geospatial, financial, and forest management systems, and the ability to quickly acquire skills relevant to HQPlantations systems.

### Experience & Qualifications

- Bachelor of Forest Science, environmental management, natural resource management, science, engineering (or other relevant tertiary qualification), or a Diploma level forestry (or related field) qualification with extensive experience;
- Unrestricted “C” class drivers’ licence;
- Sector Commander fire accreditation; and
- At least 5 years’ experience in a forester or senior forester role that involved coordinating silviculture, stewardship, and fire protection activities whilst managing a contractor workforce.