

Position Overview

Position Title	Harvest & Supply Manager		
Position Number	1134		
Position Type	Ongoing		
Classification	Level 3		
Structure	Forest Operations Business Group	Inland & North Queensland Region	Harvest & Supply
Location	Imbil ¹		
Reports to	Regional Manager Inland & North Queensland		
Direct Reports	7		
Version	1.0 as at 13 January 2022 ²		

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 delivery of harvesting and haulage programs for the South East Queensland Inland districts;
4. Support the North Queensland harvest and haulage program through contract negotiation and management;
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 operational, 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.

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

² 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;
- Ensure 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);
- Provide genuine safety leadership in all decisions you make, and work practices carried out;
- Promote the importance of risk assessments and ensure they are carried out to identify hazards and control risks prior to all new work, and when change is introduced;
- Monitor all reported Health & Safety Events and ensure appropriate an analysis is carried out to improve the safety of our workplace.

2. Provide leadership in the application of people management practices that enhances inclusiveness, culturally aligned behaviour, and high performance.

- Ensure human resources practices are carried out in alignment with our Human Resources Management System;
- Foster and promote individual behaviour that aligns with our Corporate Behaviour Standards;
- Ensure your team's behaviour and performance is regularly monitored and effectively managed;
- Promote and provide authentic leadership to encourage diversity in your team by being open to different ideas and cultures, committing to listening to each other, treating everyone fairly, being inclusive, and valuing different perspectives;
- Ensure your team members capability development to deliver quality business outcomes;
- Work collaboratively with your teams, lead and foster cooperation, accountability, and high performance within your team; and
- Actively and genuinely participate as an effective leader and member of your regional and HQPlantations leadership teams.

3. Harvest and Haulage Management

- Ensure all operational work activities are carried out in accordance with HQPlantations Health & Safety Management System;
- Ensure operational planning processes for the work program are to the agreed standards and specifications;
- Seek to ensure all wood supply agreement targets for the South East Queensland Inland districts are delivered in full, on-time and within specification;
- Provide support to the North Queensland District through negotiation and management of harvest and haulage contracts as well as customer liaison as required;
- Manage harvest roading priorities in consultation with the respective District Manager;
- In consultation with Regional Planning , District and Resources managers, support and contribute to the development of three to five year tactical harvest plans;
- Develop and implement tactical plans for harvesting and haulage work programs that support customer supply requirements within operational constraints ;
- Manage harvest and haulage analysis to support the achievement of optimal net log return outcomes;
- Ensure operational planning of harvest areas is prepared in advance;
- Work collaboratively with RPM and DM's on the road network analysis and recommend best fit solutions to safely and economically maintain the road network for log haulage and management access;
- Deliver cost effective scheduling and allocation of contractor resources to meet unit cost targets; and
- Provide input, advice, and participate in the sales and operational planning processes for the Company.

4. Maintain and deliver fire protection and wildfire suppression capacity

- Engage in fire protection activities in accordance with our Corporate Fire Management System (CFMS);
- Provide specialist harvesting input to the development of fire management plans;
- Manage annual fire preparedness arrangements and ensure they are in place for harvesting contractors;
- Monitor fire danger ratings and ensure harvesting work activities comply with suspension procedures in the CFMS;
- Engage in wildfire suppression activities as required as a qualified and capable Sector Commander, and provide leadership in Incident Management Team (IMT) roles; 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

- Ensure work activities in accordance with HQPlantations stewardship practices and standards;
- Ensure custodial and environmental programs and stakeholder engagement activities with the Regional are implemented;
- Provide authoritative advice and support to others on cultural heritage, social impact, declared pests, endangered species, and ecosystem matters impacting the District; and
- Ensure positive working relationships with our external stakeholders including neighbours, local authorities and government agencies are maintained and positively developed.

6. Manage contractor performance and foster positive partnerships

- Manage your contractors in accordance with their contract and HQPlantations contractor management standards and practices;
- Manage 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. Manage budgeted business outcomes and quality services

- Provide input to the Regional Manager on the development and monitoring of performance of the annual harvesting & haulage operations budget and business plan targets;
- Work effectively with all other Forest Planning & Operations and corporate teams to deliver quality outputs in alignment with quality practices and standards;
- Deliver 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.
- Maintain customer relationships on day to day basis focused on log supplies and work collaboratively with the Sales Manager as the operations representative.



Position Requirements

Behaviours & Commitments (Essential)

- Demonstrated commitment to **HQPlantations Values** of Commitment, Drive, Integrity, Respect and Adaptability;
- Ability to demonstrate behaviours that are aligned to the **Code of Business Conduct** behaviour standards; and
- Demonstrated commitment to foster and develop **HQPlantations Growing Together Culture**.

Knowledge & Skills

Health, Safety & Environment

- High level understanding of and the ability to apply health, safety, and environmental practices and systems required in a plantation forestry work environment; and
- Demonstrated understanding and practical skills in the application and use of risk assessments in a hazardous work environment.

Plantation Forestry Operations Management

- High level technical knowledge and application of plantation forest management operations and practices specifically in the areas of harvesting and haulage;
- High level knowledge of sound stewardship principles including third party certification, custodial management, and stakeholder engagement in a commercial plantation forest environment; and
- High level knowledge of fire protection strategies and methodologies for both fire prevention and wildfire suppression.

Workforce Management

- Ability to lead teams to ensure culturally aligned behaviour and high level performance; and
- High level understanding of contractor engagement, performance management, and relationship building.

Leadership & Interpersonal

- Authentic and visionary leadership skills with the ability to be resilient and engage, empower, and influence others to align with our *Growing Together Culture*;
- Highly effective interpersonal skills including negotiation, coaching and engagement; and
- Demonstrated ability to listen to others and be genuinely empathetic.

Business Acumen

- Highly effective decision making skills underpinned by sound business acumen;
- High level strategic and operational financial management including financial analysis, job costing, and budgeting;
- High level project management and planning skills that deliver quality results on time and within budget;
- High level written communication skills including business case development and investigative, and analytical reports; and
- Practical skills in the use of 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 and Management (or other relevant tertiary qualification), or a technical forestry qualification with extensive experience;
- Unrestricted “C” class drivers’ licence;
- Incident Management Team (IMT) fire accreditation; and
- At least five (5) years’ experience in a managerial or senior forester position that involved managing harvesting operations.