

Position Overview

Position Title	Regional Planning Manager – Coastal		
Position Number	1221		
Position Type	Ongoing		
Classification	Level 3		
Structure	Forest Operations Business Group	Coastal Region	Coastal Planning
Location	Toolara ¹		
Reports to	Regional Manager – Coastal		
Direct Reports	Lead Harvest Planner (1235) Lead Roding Planner (XXXX)		
Version	3.2 as at 28 November 2023 ²		

Position Purpose

The purpose of this position is to:

1. Ensure a safe and healthy workplace;
2. Deliver the tactical plans for harvesting, roading, establishment, and forest management for the region, while coordinating the delivery of fire protection tactical plans;
3. Develop and implement supply and operational planning strategies to ensure alignment and cohesiveness between demand, supply, financial and strategic tactical plans to optimise net log revenue; and
4. Provide authentic leadership to your team and HQPlantations management teams to foster and develop a safe, inclusive work environment where behaviour is culturally aligned, and high performance is the norm;

Corporate Responsibilities

You are responsible for ensuring both your and your team's 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.

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 operational work by our employees and contractors is aligned with HQPlantations health and safety Policy and Standards as detailed in our Health & Safety Management System (HSMS);

¹ The incumbent may be required to work from other HQPlantations locations from time to time

² This Position Description may be redesigned from time to time to meet business needs.



- Provide genuine safety leadership in all decisions you make, and work practices carried out;
- Promote the importance of risk assessments and ensure that they are carried out to identify hazards and control risks prior to all new work and when change occurs or is introduced; and
- Monitor all reported Health & Safety Events and ensure appropriate 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 resource 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 member'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 ensure deliver quality business outcomes;
- Work collaboratively with your team members, 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. Supply and Operations Planning

- Plan the use of harvest and haulage systems to optimise the alignment with sale agreements, annual order volumes to ensure demand is met successfully;
- Identify areas for process improvement and develop solutions to strengthen supply, and operational processes and drive their implementation;
- Develop the Harvest Tactical Plan (HTP) from the 5-year wood basket and sales forecast, scheduling medium and long-term harvesting compartments and considering changes in resource characteristics, location, harvest or haulage equipment constraints;
- Revise the HTP quarterly in response to changes in markets, customer demand, weather and other business impacts in consultation with respective Resources, Forest Operations, and District Managers;
- Develop and deliver accurate corporate reporting of work programs, budgets and various forest management systems through business systems and the Business Intelligence framework (BI);
- Lead the identification and implementation of scenario and data analysis to ensure optimal decision making when preparing harvest and haulage planning;
- Ensure other operational planning constraints for harvesting and roading planning are developed and managed in consultation with the wider regional Harvesting and Roding teams, and the Resource Planning team for the HTP development and revisions; and
- Coordinate the development of subsidiary Regional Tactical Plans in establishment and forest maintenance in conjunction with District Managers.

4. Provide effective financial management

- Coordinate the development of the Regional budget and forecasts ensuring consistency in approach across Districts and functional areas;
- Provide input to the Regional Manager on the development and monitoring of performance of the Regional Production and Forest Operations work programs ensuring alignment across the Region; and
- Coordinate preparation of the Regional administrative budget in consultation with the Regional Business Support role.

5. Provide Fire Planning and Management

- Coordinate the delivery of Regional inputs to the Corporate Fire Management Plan;
- Lead the preparation and delivery of the Regional Fire Management Plan coordinating inputs from the District's and across the Region;
- Lead the development of the Regional prescribe burning program coordinating input from District Managers;
- Develop regional preparedness charts, resources plans, rosters, and fire books in consultation with the Districts;
- Take a lead role in regional coordination of fire preparedness and IMT responses;
- Facilitate the interagency annual fire meeting and delivery of annual fire permits with QFES in conjunction with Districts;
- Provide senior input to the Corporate Fire Management System and assist in monitoring compliance to standards and guidelines throughout the Region;
- Prepare the Region for the annual pre-season fire audit; and
- Participate in fire protection and wildfire suppression activities as required.

6. Regional Planning and Land Use Management

- Provide lead advice on the coordination of resource requirements to ensure delivery of Regional work programs;
- Incorporate key stewardship, stakeholder management and community engagement issues into Regional plans;
- Undertake a lead role across the Region in land use management including land resumptions, estate management and third party infrastructure requirements;
- Incorporate specialist advice into the establishment, maintenance, and harvest and roading Operations Plan process for the Region as required; and
- Ensure regional planning processes are aligned to business strategies and Regional work program objectives.

7. Ensure our work practices are aligned to our stewardship commitments

- Ensure all planning work is undertaken in accordance with HQPlantations stewardship practices and standards;
- Ensure the consistent implementation of thematic planning in the areas of risk and fire for the Region; and
- Support the Regional Manager in ensuring positive working relationships with our external stakeholders including government agencies are maintained and positively developed.

8. Undertake strategic regional projects

- In conjunction with the Commercial Planning Manager and the Stewardship business group lead the representation of HQPlantations in key strategic projects with external stakeholders including the various consultation, collaboration, negotiation, and implementation elements;
- Develop and manage key strategic projects that impact on the Region ensuring their alignment to HQPlantations business outcomes; and
- Provide reports on project outcomes to the leadership teams of HQPlantations.

9. Manage business outcomes while delivering quality services

- Coordination of second party audits and field day reviews of operational practices and performance;
- Monitor Regional operational performance in terms of quality, environment and unit cost analysis to ensure successful performance; and
- Provide input to the development of Operational Standards and quality assessment processes.

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 our **Code of Business Conduct**; 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 Operations Planning Management

- High level knowledge of planning specifically in strategic tactical planning;
- High level understanding of corporate reporting and scenario analysis developed from and using corporate systems and forest management systems; and
- The ability to quickly obtain knowledge regarding 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 communication skills including negotiation, coaching, and engagement; and
- Demonstrated ability to listen to others and be genuinely empathetic.

Strategic and Operational Business Acumen

- Highly effective decision-making skills underpinned by sound business acumen;
- High level strategic and operational financial management including financial analysis and interpreting financial data, job costing, budgeting, and forecasting;
- High level ability to carry out strategic and operational planning to effectively achieve business outcomes;
- High level written communication skills including business case development, investigative, and analytical reports; and





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- Practical skills in the use of information technology systems including Microsoft Office applications (with a high level of competency in Microsoft excel), BI or data management, geospatial, financial, and forest management systems or the ability to quickly acquire.

Experience & Qualifications

- Bachelor's degree in planning, logistics, business, supply chain management, forestry / agriculture or related field;
- Post-graduate qualifications in forestry, management, or finance would be highly regarded;
- Unrestricted "C" class drivers' licence;
- The ability to obtain Incident Management Team (IMT) fire accreditation/s;
- At least 8 years' experience in a similar senior leadership role (preferably in a commercial environment) that involved strategic, tactical and operational planning; and
- Experience in the management and leadership of fire planning and communication would be an advantage however training will be provided of corporate fire programs.