

+Position Overview

Position Title	Resource Analyst	
Position Number	1304	
Position Type	Ongoing	
Classification	Level 4	
Structure	Resources Business Group	Resource Planning Unit
Location	Negotiable ¹	
Reports to	Resource Planning Manager	
Direct Reports	▪ Nil	
Version	2.0 as at 29 June 2023 ²	

Position Purpose

The purpose of this position is to:

1. Maintain a safe and healthy workplace;
2. Ensure high quality standards are maintained for the collection, storage and distribution of resource information;
3. Ensure the HQPlantations Long Term Plan and External Appraisal are delivered on time and to a high standard;
4. To develop, analyse and provide considered advice to management on initiatives that can make HQPlantations a safer, more profitable, and more sustainable business;
5. Develop and foster a high performing, safe, and inclusive work environment by being a proactive member of your team, Business Group and the company.

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

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);
- Risk assessments are carried out when hazards are identified, prior to all new work, and when change is introduced;
- Provide genuine safety leadership in decisions made and work conducted; and
- Health & Safety events are reported and analysed.

¹The base location for this role is negotiable on confirmation of the appointment. A HQPlantations office at either North Lakes, Blackbutt, Beerburrum, Toolara, Tuan or Imbil is preferred.

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

2. Resource planning and analysis

- Conduct financial analysis and provide insights on the profitability and viability of forestry plantation operations;
- Gather, analyse, and interpret data related to forest inventory, growth rates, and harvesting cycles to optimize resource allocation and decision-making;
- Develop and maintain accurate forecasting models to support budgeting and financial planning activities;
- Conduct market research and analysis to identify trends in timber market supply and demand;
- Prepare comprehensive reports, presentations, and dashboards to communicate analysis findings to stakeholders at various levels;
- Assist in developing strategic plans, tactical plans, operational plans, business cases, and investment proposals that maximise returns from the plantation estate;
- Contribute to the external estate appraisal processes and the review of associated recommendations to senior management on appraisal outcomes; and
- Stay updated on resource planning technologies, tools, and best practice, and provide recommendations for adaptation and improvement.

3. Resource data management

- Ensure plantation resource data is collected and delivered in an accurate, cost effective and timely fashion, to support yield estimation for all levels of planning (strategic, tactical & operational);
- Train and educate end-users to promote data literacy and self-service analytics.
- Collaborate with cross-functional teams to integrate data from various sources, ensuring seamless data flow and consistency across systems;
- Provide technical support and troubleshooting expertise for resource data-related issues, ensuring timely resolution and minimal downtime; and
- Stay updated on emerging resource information technologies, data management technologies, tools, and best practices, and recommend their adoption to improve data analysis capabilities;

4. Manage contractor performance and foster positive partnerships

- Ensure contractors under your supervision are engaged and managed in alignment with their contracts and HQPlantations contractor management standards and practices;
- Ensure contractor performance is regularly and consistently monitored to ensure quality products/services are delivered as agreed; and
- Meet, consult and liaise with your contractors on a regular basis to ensure positive relationships and outcomes are delivered.

5. All work meets relevant corporate policies, practices and standards

- Ensure work activities are carried out in accordance with HQPlantations corporate policies, practices and standards.

6. Participate in fire management

- Participate in fire management activities as required by the regional teams based on your competency and physical capabilities, and in accordance with the procedures set out in our Corporate Fire Management System.

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

- Demonstrated understanding of the application of 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.

Resource Information & Planning

- Demonstrated knowledge and understanding of forest economics, resource planning, resource assessment and yield modelling;
- Sound understanding of value drivers in the forest and wood processing industries;
- Knowledge of carbon modelling techniques and familiarity with the process for registering carbon projects under Australia's Emission Reduction Fund plantation forestry method;
- Strong mathematical skills with the ability to solve complex problems;
- Proficient in coding (experience with languages such as Python, C++ and/or R would be advantageous); and
- Experience with drag-and-drop programming tools.

Interpersonal

- Highly effective interpersonal communication skills including negotiation, coaching, and engagement; and
- Demonstrated ability to listen to others and be genuinely empathetic.

Business Acumen

- Effective decision-making skills underpinned by sound business acumen;
- Demonstrated understanding and practical skills in financial management including financial analysis, job costing, budgeting, and forecasting;
- High level project management skills with an aptitude for working to a deadline;
- Effective 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 or the ability to quickly acquire.

Experience & Qualifications

- A degree in Forestry, Environmental Science, Economics, Finance, Commerce, Mathematics, Physics, Geospatial Science, Data Science, Information Technology, Engineering or related discipline;
- Unrestricted "C" class drivers' licence; and
- Significant experience in forest resource planning, assessment, growth and yield modelling.