

## Position Overview

<b>Position Title</b>	<b>Planning Forester</b>
<b>Position Number</b>	1165
<b>Position Type</b>	Ongoing
<b>Classification</b>	Planning Forester
<b>Structure</b>	Operations <span style="float: right;">Inland and North Qld Region</span>
<b>Location</b>	Blackbutt
<b>Reports to</b>	Regional Planning Manager and District Manager Blackbutt
<b>Direct Reports</b>	Nil
<b>Version</b>	2.0 18 December 2025

## Position Purpose

The purpose of this role is to:

1. Ensure a safe and healthy workplace;
2. To drive the development and operational implementation of tactical planning for roading, harvesting, silviculture and fire across the District;
3. Undertake proactive and effective engagement and communication to deliver key messages and information to all stakeholders and partners;
4. Provide support for the development, analysis, and management review of District work programs, budgets and operational reporting
5. Assist in the deliver stewardship projects and programs for the District;
6. Participate in fire protection, preparedness, and wildfire suppression as required; and
7. 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 Responsibilities

### 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);
- Always undertake risk assessments 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

- 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;
- Foster and promote proactive and effective engagement and communication to deliver key messages and information to all stakeholders and partners; and
- Work collaboratively with your team members and actively and genuinely participate as an effective member of District, Regional, and company teams.

### 3. Forest Operations

- In conjunction with Lead Planning, Foresters develop and implement safe, effective, cost efficient, and environmentally sound tactical plans in areas such as silviculture, roading, harvesting, haulage, custodial and fire protection;
- Develop and implement operational plans and projects ensuring they meet safety, commercial, risk and stewardship objectives;
- Assist in the management of the district expenditure budget so as to ensure that work is carried out consistently, corrective action taken on any variations, and expenditure contained within allocated funds.
- Coordinate District stewardship activities (under direction of Regional Planning and Stewardship & Environment Managers);
- Perform a lead role in representing HQP at local and regional stakeholder engagements and where required, escalating any emerging issues through line management and the Stewardship team as early as possible;
- Provide support to District teams on community engagement, cultural heritage protection, social impact assessment, protection and maintenance of high conservation values such as endangered species and ecosystems in consultation with the Stewardship team, escalating any emerging issues through line management and the Stewardship team as early as possible;
- Coordinate the district response to external certification audit requirements as requested by the Stewardship team; and
- Identify opportunities to improve the efficient and effective use of forest management systems through review, consultation and training.

### 4. Fire Management

- Lead and deliver district fire planning in a manner that is consistent with the Corporate Fire Management System; and
- Participate in HQPlantations fire management activities which may include firefighting, hazard reduction burning, support for incident management team or other operational roles, and are undertaken in a safe, environmentally sustainable, efficient and effective manner.

## 5. Leadership & Teamwork

- Provide proactive leadership and support to management, Foresters and Forest Technicians to ensure that tactical planning is implemented to facilitate achievement of work program targets;
- Take proactive steps to support others in the achievement of their goals and lead opportunities to improve individual, team and company performance;
- Develop professional relationships with all HQPlantations teams to ensure a safe and co-operative workplace;
- Ensure tactical planning frameworks are consistent in their development and implementation across HQPlantations in support of the OneHQP approach;
- Participate as an engaged team member of the Inland teams by working collaboratively with your Manager and team members to ensure your team works as a high performing unit in delivering its business targets; and;
- Proactively explore innovative work practices to deliver operational excellence to improve business outcomes.

## Position Capabilities

### Attitudes & Behaviours

- Demonstrated commitment to HQPlantations Values of Integrity Always, Respect and Protect, Lead Change, Succeed Together, and Own Outcomes;
- 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

- Knowledge of plantation forestry including silviculture, roading, harvesting, haulage, forest stewardship, and fire management;
- Effective interpersonal skills that deliver confidence in the provision of support and empathy to others, assertiveness, negotiations, partnership building and customer engagement;
- Knowledge of forest stewardship, safety, performance, change, financial, quality, and business management. Business acumen skills in budgeting and financial analysis, project management, planning, scheduling and monitoring of work performance and outcomes, problem solving, and statistical analysis and interpretation;
- Written communication skills such as transactional, business case and report writing, and verbal communication skills such as presentation and coaching;
- Knowledge and skills to effectively manage contractors in terms of safety, environmental and quality management practices and standards; and
- Information technology knowledge and skills including computer literacy programs such as MS Word, Excel and Outlook. Highly competent in the use of Forest Management Systems associated with TechnologyOne, Remsoft, GIS, and Geocortex.

### Education & Experience

- Bachelor of Science (Forestry) or equivalent tertiary degree and with forest plantation experience in silviculture, roading, harvesting/haulage, fire management or general plantation management (e.g. stewardship, planning, resources) within a commercial environment;
- Fire Sector Commander and appropriate IMT accreditation such as Logistics, Planning, Operations or Incident Controller, or the ability to acquire; and
- Unrestricted "C" class drivers licence is essential, and an unrestricted "MR" class drivers licence is desirable.