

### Position Overview

<b>Position Title</b>	<b>Forester – Operations</b>		
<b>Position Number</b>	1231		
<b>Position Type</b>	Temporary		
<b>Classification</b>	Level 5		
<b>Structure</b>	Operations Business Group	Coastal Region	Fraser Coast South District
<b>Location</b>	Toolara <sup>1</sup>		
<b>Reports to</b>	District Manager – Fraser Coast South		
<b>Direct Reports</b>	Nil		
<b>Version</b>	2.0 as at 21 February 2025 <sup>2</sup>		

### Position Purpose

The purpose of this role is to:

1. Ensure a safe and healthy workplace;
2. Provide operational leadership in the delivery of HQPlantations business outcomes;
3. Deliver quality silvicultural and custodial programs for your District;
4. Participate in and deliver fire protection, preparedness and wildfire suppression;
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, inspections and checks are maintained; and
- Report all Health & Safety Events and undertake analysis of the event as required.

#### 2. Ensure behaviour is inclusive and culturally aligned

- Foster and promote individual behaviour that aligns with our Corporate Behaviour Standards;
- Encourage diversity, being open to different ideas and cultures, committing to listening to each other, treating everyone fairly, being inclusive, and valuing different perspectives; and
- Work collaboratively with your team members, actively support you District Manager and actively and genuinely participate as an effective member of your District, Regional, and company teams.

#### 3. Deliver operational projects

- Identify and develop project options and plans for consideration;
- Implement projects and deliver outcomes for example operational work, trials and reports or investigations and assessments; and
- Deliver reporting on various projects identifying key elements, learnings and recommendations.

#### 4. Deliver planned operational programs

- Through this role, or as required in a temporary secondment, deliver high quality operational planning, contractor management, and high-quality outcomes related to the management of plantations.
- Be prepared to deliver operational support in terms of temporary secondments across the region.
- Develop quality and timely Operations Plans to ensure the delivery of cost-effective operational programs (e.g. harvesting, roading, establishment, maintenance, fire protection etc) in accordance with HQPlantations standards and specifications;
- Provide input into the district's tactical plans where required; and
- Monitor the delivery of various operations to ensure contractor activities are in alignment with our safety and environmental requirements.

#### 5. Engage in the delivery of fire protection and wildfire suppression

- Engage in fire protection activities in accordance with our Corporate Fire Management System;
- Support and coach workers or contractors in all aspects of fire protection management;
- Engage in wildfire suppression activities as required as a qualified and capable Sector Commander; and
- Actively participate in fire preparedness rosters and daily fire risk responses, undertaking roles for which you are qualified.

#### 6. 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 advice and support to colleagues on cultural heritage, social impact, declared pests, endangered species, and ecosystem matters affecting the District;
- Participate in and deliver thematic plans such as risk and pest management plans; and grazing strategies; and
- Work positively with your team's external stakeholders including neighbours, local communities, and forest user groups.

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

- Work collaboratively with your contractors in the delivery of our operational programs;
- Collaborate and consult with contractors in the development of Operations Plans to ensure goals are clear, consistent, and agreed;
- Conduct Quality Assurance (QA), inspections, and observation of your contractor performance to ensure quality products/services are delivered and safety objectives are achieved as agreed; and
- Positively work with your contractors to ensure positive relationships and outcomes are delivered.

### 8. Monitor business outcomes and delivering quality service

- Monitor the allocated expenditure budget for your operations and ensure that work is carried out consistently, corrective action taken on any variations, and expenditure contained within allocated funds;
- 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 to 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
- Competent skills in the application and use of risk assessments in a hazardous work environment.

#### Plantation Forestry Operations Management

- Demonstrated technical knowledge and application of plantation forest management operations and practices specifically in the areas of silviculture and asset protection;
- Demonstrated practical understanding of sound stewardship practices in the areas of certification, custodial activity, and stakeholder engagement; and
- Demonstrated technical knowledge and skills in fire management strategies and methodologies for both fire prevention and wildfire suppression.

#### Workforce Management

- Demonstrated understanding and skills in working with contractors including contractor engagement, performance and relationship building.

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

- Demonstrated 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;
- Practical understanding and skills in financial analysis, job costing, and expenditure control;
- Demonstrated project management that deliver quality results on time and within budget;
- Demonstrated written communication skills including business case development, 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, or the ability to quickly acquire these skills and those relevant to HQPlantations systems.

### **Experience & Qualifications**

- Bachelor of Forest Science (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, or ability and willingness to acquire; and
- At least 3 years’ experience as a Forester that involved coordinating contractors to deliver quality silviculture, stewardship, and/or fire protection services.