

Position Overview

Position Title	Lead Planner		
Position Number	1031		
Position Type	Ongoing		
Classification	Level 4 – Senior Professional		
Structure	Forest Operations	Coastal Region	Coastal Planning
Location	Coastal Region		
Reports to	Regional Planning Manager – Coastal		
Direct Reports	Nil		
Version	3.0 as at 26 May 2025		

Position Purpose

The purpose of this role is to:

1. Ensure a safe and healthy workplace;
2. Provide leadership in the delivery of HQPlantations business outcomes;
3. Contribute to the development and implementation of mid to long term strategic and tactical planning across functional programs;
4. Facilitate proactive planning integration with operational teams in the delivery of cost effective and efficient operational outcomes including the delivery of access permits for haulage networks on public road networks;
5. Undertake high level analysis of work programs and operational impact assessment of strategic and operational policy options;
6. Provide professional support for the development, analysis, and management review of operational budgets;
7. Follow up, consult and coordinate with Operational Teams to ensure successful execution of tactical plans;
8. Foster a high performing, safe, and inclusive work environment by being a proactive member of District, Regional, and company teams; and
9. Assist in the execution of the operational delivery of the fire protection, preparedness, and wildfire suppression.

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);
- 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. Contribute to the development and implementation of strategic and tactical planning across functional programs

- Assist the Regional Planning Manager in development of tactical plans and scheduling associated work programs in areas such as silviculture, roading, harvesting, haulage, custodial and fire protection that support the delivery of safe, effective, cost efficient, and environmentally sound operational work programs;
- Provide advanced data analysis, interpretation, forecasting and critical thinking which supports optimal commercial and operational decision making;
- Prepare, document and present scenario analyses, plans and strategies enabling a clear and meaningful interpretation by Operations staff and contractors;
- Utilise spreadsheets, planning software and geographic information systems to optimise tactical and strategic models and prepare reports and recommendations to the Regional Planning Manager;
- Assist in the development, analysis, and management review of the regional budget to ensure that the work program targets, unit rates, and overall expenditure meet HQPlantations Annual Plan targets, strategic direction, and that benchmark against Long Term Plan targets;
- Assist the Regional Planning Manager to ensure that conceptual planning is contained within budget unit costs and forecast expenditure targets, e.g. through the identification of improved haulage systems and reductions in road footprint;
- Foster identification of, and support opportunities to develop innovative work practices to deliver operational excellence and improve profitable growth;
- Support operational teams to ensure that HQPlantations Stewardship Standards are consistently met;
- Assist in the occasional development and implementation of operational plans for work activities ensuring they meet safety, commercial, risk and stewardship objectives; and
- Ensure ongoing dialogue with key stakeholders such as local and State government agencies, neighbouring landowners, QPWS to ensure values which may be complimented or impacted are accounted for in operational schedules and plans.

4. Ensure the consistent, efficient, and effective use of forest management systems

- As part of the Coastal planning team, work with the Regional Planning Manager to identify opportunities to improve the efficient and effective use of forest planning and management systems through consultation and training;
- Drive the development, implementation and maintenance of forest management system reporting including but not limited to the reporting and analysis against planned work programs; and
- Provide analysis of the roading network with respect to future options analysis and requirements.

5. Maintain and deliver fire protection and wildfire suppression capacity

- Engage in fire protection activities in accordance with our Corporate Fire Management System (CFMS) undertaking roles for which you are qualified including frontline firefighting and IMT participation;
- Participate in the development and delivery of fire management plans for the district;
- Engage in wildfire suppression activities as required as a qualified and capable Sector Commander, and provide leadership in Incident Management (IMT) roles at Level 1 incidents;
- Assist in the formulation of daily and weekly preparedness response for the district in accordance with the CFMS and Regional requirements; and
- Provide input and assistance in the completion of annual fire skills refresher training for the Region.

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
- Highly competent skills in the application and use of safety risk assessments in a hazardous work environment.

Plantation Forestry Resource Planning

- Strong professional knowledge and application of plantation forest management planning practices specifically in the areas of roading, harvesting, haulage, silviculture, stewardship, and asset protection. Additional knowledge in roading, harvesting, or haulage would be highly regarded;
- Demonstrated and practical understanding of sound stewardship principles in the areas of certification, custodial activities, and stakeholder engagement;
- Demonstrated and practical knowledge and skills in fire management strategies and methodologies for both fire prevention and wildfire suppression; and
- Strong knowledge of planning principles including scenario analysis, modelling and balancing competing planning and operational priorities.

Workforce Management

- Practical understanding of the skills and strategies to manage contractor engagement, performance, and relationship building;

Leadership & Interpersonal

- Demonstrated genuine leadership skills to build working relationships and promote positive influence;
- Demonstrated practical interpersonal communication skills including listening, coaching, and empathic engagement;
- Effective communication skills to convey planning concepts, frameworks, development and outcomes to internal teams and other stakeholders; and
- Ability to document and present scenario analyses, plans and strategies enabling a clear and meaningful interpretation.

Business Acumen

- Ability to make safe and business-oriented decisions;
- Effective understanding and practical skills in financial management including financial analysis, job costing, cost benefit analysis and budgeting;
- Demonstrated project management and planning skills that deliver quality results on time and within budget;
- Advanced analytical skills including data interpretation, forecasting and critical thinking which supports commercial and operational decision making;
- Effective written communication skills including business case investigate and development, and analytical reports; and
- High level professional knowledge and skills in 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

- Diploma or Bachelor level qualification;
- Experience in the use of Remsoft (or other tactical planning program), Excel, and geospatial tools;
- Experience in resource planning, utilising ArcGISPro, coding, excel models and scripting for data-driven decision making;
- At least 5 years' experience in a commercial planning role with strategic and tactical planning;
- Unrestricted "C" class drivers' licence; and
- Fire accreditations, in particular Sector Commander and/or Incident Management Team (IMT) accreditations would be highly regarded or the willingness to participate in fire activities.