

## Position Overview

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| <b>Position Title</b>  | <b>Lead Stewardship Forester</b>                           |
| <b>Position Number</b> | 1289   |
| <b>Position Type</b>   | Ongoing  |
| <b>Classification</b>  | Level 4 – Senior Professional                              |
| <b>Structure</b>       | Stewardship                      Stewardship & Environment |
| <b>Location</b>        | Imbil/ Toolara <sup>1</sup>                                |
| <b>Reports to</b>      | Stewardship & Environment Manager                          |
| <b>Direct Reports</b>  | Nil  |
| <b>Version</b>         | 1.0 as at 27 October 2023 <sup>2</sup>                     |

## Position Purpose

The key purpose of this position is to:

1. Ensure a safe and healthy workplace;
2. Support the achievement of HQPlantations strategic objectives and Growing Together Culture
3. Assist in the management of HQPlantations external forest certification process including preparation, facilitation, and the implementation of action plans to address any identified non-conformance;
4. Undertake both system and field based internal auditing and reviewing of company stewardship performance in terms of relevant regulatory and Plantation Licence obligations, forest certification standards and internal policy and procedures
5. Lead proactive and effective engagement and communication to deliver key messages and information to all stakeholders and partners;
6. Lead the implementation of stewardship and environmental programs;
7. Participate in and deliver fire protection, preparedness and wildfire suppression; and
8. Develop and foster a high performing, safe, and inclusive work environment by being a proactive member of your team and other company teams.

## Corporate Responsibilities

You are responsible for ensuring your behaviour and performance are aligned to:

- Our commitment to achieving a proactive and integrated *Culture of Safety*;
- 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 HSMS;
- Undertake risk assessments at all times when hazards are identified, prior to all new work, and when change is introduced;
- Provide genuine safety leadership in all decisions you make, and work practices carried out; and
- Report all Health & Safety events and undertake analysis of the event as required.

### 2. Develop and implement HQPlantations stewardship systems

- Develop and maintain stewardship systems to ensure company compliance with relevant legislation, internal governance, best practice and forest certification requirements.
- Contribute to the development and review of relevant corporate policies and procedures to ensure sustainable forest management requirements are met;
- Provide practical advice to managers and staff regarding research, policies and procedures as they relate to stewardship forest management systems including forest certification, stakeholder engagement, cultural heritage management, chemical use and risk management;
- Contribute to the development and integration of HQPlantations Forest Management System to meet the operational needs of the company; and
- Recommend and implement changes in the development and integration of HQPlantations Forest Management System to meet the operational needs of the company through consultation and training.

### 3. Ensure HQPlantations maintains external forest certification

- Support your team, and the regional teams in HQPlantations external forest certification process including preparation, facilitation of audits, and the implementation of action plans to address any identified non-conformance;
- Deliver relevant, engaging, and learning focused internal auditing and review of company stewardship performance in terms of relevant regulatory and Plantation Licence obligations, forest certification standards and internal policy and procedures; and
- Support in the development and facilitation of stewardship system information transfer and training to both staff and contractors to ensure awareness and compliance with relevant legislation, internal governance and forest certification standards

### 4. Support appropriate land use management, planning and environmental outcomes

- In consultation and collaboration with regional teams, ensure custodial and environmental programs including stakeholder engagement activities are implemented;
- Provide coaching, education, and support to operational teams and Management with respect to community engagement, custodial and stewardship matters;
- Perform a lead role in ensuring high quality service and a professional image is reflected at all times with indigenous partners, customers, neighbours, Local Authorities, and Government agencies;
- Foster indigenous partnerships through proactive engagement and development of initiatives that provide value to partners and leverage wider industry support;
- With regional teams and your team, coordinate the regional response to external certification audit requirements;
- Support regional teams to ensure that HQPlantations Stewardship Standards are consistently met;
- Ensure a relevant, engaging, and learning focused annual second party audit process is implemented; and
- Actively pursue development of parallel processes of second party audits across other operational functions to ensure consistent alignment with business Standards and external certification expectations.

## 5. Manage business outcomes while delivering quality services

- Work collaboratively with all managers and staff in Stewardship to achieve the Business Groups goals and targets;
- Manage and report on budgeted expenditure in line with good governance and corporate standards;
- Develop and implement operational plans for the work activity ensuring they meet safety, commercial, risk and stewardship objectives. In addition, provide support and oversight of other's work programs as required;
- Foster and support opportunities to develop innovative work practices to deliver operational excellence and improve profitable growth;
- Ensure material resources are effectively managed to achieve business targets and productively gains;
- Ensure contractors engagement and performance is commercially managed to meet business targets; and
- Ensure positive working relationships with contractors, customers and other external stakeholders (e.g. neighbours, government agencies etc.) are developed and maintained.

## 6. Demonstrate Leadership & Teamwork

- Take proactive steps to support others in the achievement of their goals and lead opportunities to improve individual, team and company performance;
- Drive and support an agenda of continuous improvement within the company;
- Develop professional relationships with all HQPlantations teams to ensure a safe and co-operative workplace; and
- In conjunction with other HQPlantations teams, promote and deliver the HQPlantations approach to establishing resilient and sustainable development pathways for a diverse range of people into the forestry industry.

## 7. Maintain and deliver fire protection and wildfire suppression capacity

- Engage in fire protection activities in accordance with our Corporate Fire Management System (CFMS); and
- Actively participate in fire preparedness rosters undertaking roles for which you are qualified.

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

## **Sound Forest Management**

- Effective technical knowledge and application of plantation forest management operations and practices specifically across a range of activities (e.g. silviculture, roading, harvesting, haulage, and fire management);
- Effective and practical understanding of sound stewardship practices in the areas of certification, custodial activity, and stakeholder engagement; and
- Demonstrated ability to undertake internal auditing of forest operations practices with a learning focused approach.

## **Workforce Management**

- Practical understanding of the skills and strategies to manage 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, empathic engagement, and ability to provide information through small group training sessions.

## **Business Acumen**

- Ability to make safe and business oriented decisions;
- Effective understanding and practical skills in financial management including financial analysis, job costing, and budgeting;
- Demonstrated project management and planning skills that deliver quality results on time and within budget;
- Effective written communication skills including business case development and 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, and the ability to quickly acquire skills relevant to HQPlantations systems.

## **Experience & Qualifications**

### **Essential**

- Diploma or Bachelors Degree in forestry, environmental management, natural resource management, or a similar and relevant field with at least 5 years commercial forest plantation experience, or similar relevant experience in a related field;
- Highly competent in the use of Forest Management Systems such as TechnologyOne, ArcGIS, Geocortex and Business Intelligence reporting;
- Willingness to obtain Sector Commander and/or appropriate Incident Management Team (IMT) accreditation; and
- Unrestricted “C” class drivers licence.

### **Desirable**

- Unrestricted “MR” class drivers licence; and
- Sector Commander and/or appropriate IMT accreditation.