

## Position Overview

<b>Position Title</b>	<b>Planning Forester</b>	
<b>Position Number</b>	1147	
<b>Position Type</b>	Ongoing	
<b>Classification</b>	Level 5	
<b>Structure</b>	Operations	Inland and North Qld Region
<b>Location</b>	Imbil <sup>1</sup>	
<b>Reports to</b>	Regional Planning Manager – Inland and North Qld	
<b>Direct Reports</b>	Nil	
<b>Version</b>	1.0 as at 11 January 2022 <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 stewardship projects and programs for the Inland and North Queensland Region;
4. Ensure all stewardship outcomes are met; and
5. 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

- Carry out your work activities 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;
- Ensure all workers entering the workplace undertake the required inductions, and inspections and due diligence activities are carried out; and
- Report all Health & Safety events and undertake analysis of events as required.

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

- Foster and promote individual behaviour that aligns with our Corporate Behaviour Standards;
- Encourage diversity by 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 your manager, the Regional Management Team, and actively and genuinely participate as an effective member of your District, Regional, and company teams.

### 3. Plan and deliver stewardship and operational projects

- Carry out planning activities in accordance with HQPlantations stewardship practices and standards;
- Coordinate regional community projects with indigenous people, neighbours, local Councils, State agencies, local communities, and forest user groups;
- Provide input into tactical and operational planning such as harvesting, roading, establishment, forest maintenance, fire protection etc.
- Ensure stewardship strategies are developed, monitored, and implemented;
- Undertake stewardship research to meet business outcomes;
- Undertake audit processes including:
  - Analyse and report on compliance with first party audits and quality assessments;
  - Coordinate, prepare and analyse relevant material for second party audit assessments of operational activities; and
  - Participate in and assist with the organisation of material for third party certification audits.
- Assist operational teams in the review of operational practices; and
- Compile reports for analysis of work programs and unit costs.

### 4. Maintain and deliver fire protection and wildfire suppression

- Engage in fire protection activities in accordance with our Corporate Fire Management System (CFMS);
- Assist in the coordination and preparation of the Region's fire management plans;
- Assist in the compilation of the Region's fire management tactical plans and participate in planning and on ground operational roles for the delivery of the fuel reduction burning program;
- Assist to prepare uniform preparedness guidelines and fire management procedures for the Region as a component of the CFMS;
- Assist to collate the Region's fire training program from District requirements;
- Participate in wildfire suppression activities in incident management support roles as a competent planning and logistics officer; and
- Actively participate in fire preparedness rosters and daily risk responses, undertaking roles for which you are qualified.

## 5. Work with contractors to achieve stewardship outcomes and foster positive partnerships

- Work with your contractors in the delivery of our planning and stewardship projects; and
- Actively work with your contractors to ensure positive relationships and outcomes are delivered.

## 6. Work collaboratively as a business team in delivering quality service

- 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;
- Provide quality service to assist and support your colleagues in all HQPlantations teams; and
- Proactively explore innovative work practices to deliver operational excellence to improve 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
- Practical understanding and skills in the application and use of risk assessments in a hazardous work environment.

#### **Plantation Forestry Operations Management**

- Technical knowledge and application of plantation forest management operations and practices specifically in the areas of forestry planning and stewardship, silviculture, and asset protection;
- Practical understanding of forest stewardship operational practices in the areas of certification, custodial management, and stakeholder engagement; and
- Practical knowledge and skills in fire protection strategies and methodologies for both fire prevention, preparedness, and wildfire suppression.

#### **Workforce Management**

- Practical understanding of the skills and strategies to manage contractor engagement and relationship building.

#### **Leadership & Interpersonal**

- Demonstrated visible leadership skills to build working relationships;
- Demonstrated practical interpersonal communication skills including listening, coaching, and empathic engagement; and
- Ability to effectively negotiate to achieve outcomes.



## ***Business Acumen***

- Ability to make safe and business oriented decisions;
- Sound understanding of budgeting, financial analysis, and research skills;
- High level project management and planning skills that deliver quality results on time and within budget;
- Demonstrated written communication skills particularly in project report writing; 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**

- 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 an Incident Management Team accreditation in Planning or Logistics; and
- At least 5 years’ experience in the forestry industry with a focus on planning and/or stewardship functions.