

## Position Overview

<b>Position Title</b>	<b>District Manager – Fraser Coast North</b>		
<b>Position Number</b>	1220		
<b>Position Type</b>	Ongoing		
<b>Classification</b>	Level 3 - Management		
<b>Structure</b>	Operations Business Group	Coastal Region	Fraser Coast North District
<b>Location</b>	Tuan <sup>1</sup>		
<b>Reports to</b>	Regional Manager		
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>▪ 1 x Lead Forester</li> <li>▪ 1 x Senior Forester</li> <li>▪ 5 x Foresters</li> <li>▪ 1 x Graduate Forester</li> </ul>		
<b>Version</b>	2.1 as at 29 November 2023 <sup>2</sup>		

## Position Purpose

The purpose of this position is to:

1. Ensure a safe and healthy workplace;
2. Lead and manage the development and delivery of silvicultural and custodial programs for the District;
3. Lead and manage the development and delivery of fire protection programs, preparedness, and wildfire suppression capacity within the District;
4. Lead the preparation of silviculture, fire management, and custodial work programs and budgets for the District in accordance with Regional targets and priorities, monitor and report work program, budget, and cashflow performance providing timely advice and ensuring the District programs are delivered on time and within budget;
5. Ensure all stewardship and environmental outcomes associated with operational work programs for the District are met; and
6. Provide tactical and operational leadership in the delivery of HQPlantations business outcomes;
7. Provide authentic leadership to your Fraser Coast North District team by ensuring behaviour is culturally aligned and high performance is the norm;
8. Develop and 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 both your and your team's 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);
- Risk assessments are carried out 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
- Health & Safety events are reported and analysed.

### 2. Apply people management practices that enhance inclusiveness, culturally aligned behaviour, and high performance.

- Apply human resource practices in alignment with our Human Resources Management System;
- Foster and promote individual behaviour that aligns with our Corporate Behaviour Standards;
- Ensure your team's behaviour and performance is regularly monitored and effectively managed;
- Promote and provide authentic leadership to encourage diversity in your team by being open to different ideas and cultures, committing to listening to each other, treating everyone fairly, being inclusive, and valuing different perspectives;
- Develop team members capability to meet your team's requirements;
- Work collaboratively with your team members, lead and foster cooperation, accountability and high performance within your team; and
- Actively and genuinely participate as an effective leader and member of your regional and HQPlantations leadership teams.

### 3. Deliver planned silviculture programs

- Lead the development and delivery of cost effective silvicultural programs to meet business targets;
- Ensure all approved operational plans are in alignment with HQPlantations standards and specifications, and are consistent with the region's tactical plans;
- Ensure all tactical and operational silviculture planning is delivered for the District;
- Effectively lead and manage the scheduling and allocation of contractor resources to meet work program and unit cost targets;
- Ensure sound plantation design principles are consistently implemented in District establishment operations and are in accordance with HQPlantations policies and procedures;
- Ensure all environmental requirements are met in the delivery of silviculture programs;
- Provide quality advice and guidance on silviculture and asset protection to management, staff, and contractors as required, and
- Lead and manage the implementation and review of silviculture and fire management contracts including contract variation and approved contract value.
- Seek and foster opportunities for continuous improvement and innovation in district work programs and operational management through consultation with staff and contractors.

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

- Ensure fire activities are carried out in accordance with our Corporate Fire Management System;
- Ensure District fire management plans and programs are developed and implemented;
- Monitor plantation fire risk year-round and apply appropriate actions to reduce risks;
- Deploy your qualified team in wildfire suppression activities as required;
- Lead a District that engages proactively with stakeholder agencies in regard to fire management and preparedness.
- Ensure all preparations including fire skill refresher training is completed for your District prior to each fire season;
- As a senior member of the Regional team, provide leadership within Incident Management Team in wildfire preparedness and suppression activities as required; and
- Actively participate in fire preparedness rosters and daily risk response, undertaking roles for which you are qualified.

#### 5. All work meets our stewardship commitments

- Ensure work activities are carried out in accordance with HQPlantations stewardship practices and standards;
- Ensure the effective delivery of custodial plans and programs (e.g. stock grazing, permits, declared pest management, and illegal activity);
- Implement thematic plans in the areas of risk, fire, pest, and grazing;
- Ensure your team members are aware of their environmental requirements and work is delivered accordingly; and
- Develop positive working relationships with your team's external stakeholders including indigenous people, neighbours, local councils, relevant State Government agencies, local communities, and forest user groups.

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

- Ensure your contractors are engaged and managed in alignment with their contract and HQPlantations contractor management standards and practices;
- Ensure contractor performance is regularly and consistently monitored to ensure quality products/services are delivered as agreed; and
- Meet, consult, and liaise with your contractors on a regular basis to ensure positive relationships and outcomes are delivered.

#### 7. Provide effective financial management

- Compile annual budgets and reforecasts for the forest operations, fire protection, and custodial work programs are compiled to meet Regional targets;
- Manage District financial performance and financial management practices to ensure this meets Regional performance and cashflow targets and Company business governance standards;
- Manage work program and activity unit costs throughout the District against budget projections and provide authoritative inputs to the annual review of Long Term Plan cost inputs;
- Provide timely, accurate, and authoritative monthly reporting covering the performance of the silviculture, fire protection, and custodial work programs; and
- Develop and closely monitor your District's annual budgets and business plan targets.

#### 8. Manage business outcomes while delivering quality services

- Ensure your District delivers quality outputs in alignment with quality practices and standards;
- Ensure your District team provide quality service to all other HQPlantations teams so that their requirements are met;
- Ensure material resources are efficiently managed to achieve productivity gains; and



- Proactively foster the identification of innovative work practices to deliver operational excellence and improve business outcomes.

## 9. Provide management coordination for your District office and subsidiary depots

- Ensure all District office resource requirements (e.g. supplies, equipment, vehicles, plant, and IT systems) are safely operational and available;
- Ensure all District office safety and change management requirements (including inspections, risk assessments, etc.) are met; and
- Ensure the office environment is inclusive and behaviour is in alignment with our Corporate Behaviour Standards.

## Position Requirements

### Behaviours & Commitments (Essential)

- Demonstrated commitment to **HQPlantations Values** of Commitment, Drive, Integrity, Respect and Adaptability;
- Ability to demonstrate behaviours that are aligned to our **Code of Business Conduct**; and
- Demonstrated commitment to foster and develop **HQPlantations Growing Together Culture**.

### Knowledge & Skills

#### Health, Safety & Environment

- Demonstrated 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 Forest Operations Management

- High level technical knowledge of plantation forest management, operations, and practices in a commercial environment specifically in the areas of silviculture and fire protection. Additional knowledge in roading, harvesting, or haulage would be highly regarded;
- Demonstrated understanding of sound stewardship principles in the areas of certification, custodial activities, and stakeholder engagement; and
- High level technical knowledge of fire protection strategies and methodologies for both fire prevention and wildfire suppression.

#### Workforce Management

- Demonstrated understanding and the ability to manage individuals and teams with aligned behaviour and high performance; and
- High level understanding of contractor engagement, performance management, and relationship building.

#### Leadership & Interpersonal

- Authentic and visionary leadership skills with the ability to be resilient, engage, empower, and influence others to align with our *Growing Together Culture*;
- Highly effective interpersonal communication skills including negotiation, coaching, and engagement; and
- Demonstrated ability to listen to others and be genuinely empathetic.

## ***Business Acumen***

- Effective decision-making skills underpinned by sound business acumen;
- Demonstrated understanding and practical skills in financial management including financial analysis, job costing, budgeting, and forecasting;
- High level ability to carry out operational and technical planning to effectively achieve business outcomes as well as project management skills to deliver on these plans;
- Effective written communication skills including business case development and investigative, and analytical reports; and
- Practical skills in the use of information technology systems including Microsoft Office applications, geospatial, financial, and forest management systems or the ability to quickly acquire.

## **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;
- Incident Management Team (IMT) and Sector Commander fire accreditations; and
- At least 5 years’ experience in a similar leadership role (preferably in a commercial environment), or a senior forester position that involved managing silviculture, stewardship, and fire protection with at least 10 years combined experience in the plantation forestry industry.