

## Position Overview

<b>Position Title</b>	<b>Lead Planner</b>		
<b>Position Number</b>	1031		
<b>Position Type</b>	Ongoing		
<b>Classification</b>	Level 4 – Senior Professional		
<b>Structure</b>	Forest Operations	Coastal Region	Coastal Planning
<b>Location</b>	Coastal Region		
<b>Reports to</b>	Regional Planning Manager – Coastal		
<b>Direct Reports</b>	Nil		
<b>Version</b>	1.0 as at 11 November 2024		

## 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. Lead 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 harvest and haulage systems.
5. Undertake development of Strategic and Tactical plans using planning software.
6. Lead the planning and delivery of access permits for haulage networks on public road networks.
7. Undertake high level analysis of work programs and operational impact assessment of strategic and operational policy options.
8. Provide professional support for the development, analysis, and management review of operational budgets.
9. Assist in the execution of the operational delivery of the fire protection, preparedness, and wildfire suppression.
10. Foster a high performing, safe, and inclusive work environment by being a proactive member of District, Regional, and company teams.
11. Follow up, consult and coordinate with Operational Teams to ensure successful execution of tactical plans

## 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. Lead the development and implementation of strategic and tactical planning across functional programs

- Develop and implement safe, effective, cost efficient, and environmentally sound work programs in areas such as silviculture, roading, harvesting, haulage, stewardship and/or fire management. In addition, provide support and oversight of other's work programs as required;
- Assist in the development and implementation of operational plans for work activities ensuring they meet safety, commercial, risk and stewardship objectives. In addition, provide support and oversight of other's work programs as required;
- Develop tactical planning frameworks and 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;
- 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;
- 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 footprints; and
- Foster identification of, and support opportunities to develop innovative work practices to deliver operational excellence and improve profitable growth.

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

- Identify opportunities to improve the efficient and effective use of forest 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 of operational work programs; and
- Provide analysis of the roading network with respect to future options analysis and requirements.

#### 5. Provide authoritative advice and support regarding Forest Stewardship activities

- Provide authoritative advice and support to the operational teams on engagement, cultural heritage, social impact, declared pests, endangered species and ecosystem matters affecting the Region;
- Perform a lead role in ensuring high quality service and a professional image is always reflected with indigenous partners, customers, neighbours, Local Authorities, and Government agencies;
- Provide coaching, education, and support to operational teams and Management with respect to community engagement, custodial and stewardship matters;
- Foster indigenous partnerships through proactive engagement and development of initiatives that provide value to partners and leverage wider industry support;
- With operational teams and the Stewardship & Environment Manager, coordinate the regional response to external certification audit requirements;
- Support operational 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; and

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

- Engage in fire protection activities in accordance with our Corporate Fire Management System (CFMS);
- Participate in the development and delivery of fire management plans for the district;
- Lead the delivery of fire prevention strategies (e.g. hazard reduction burning, fire line and fire break maintenance) in preparation for each fire season;
- Assist in the formulation of daily and weekly preparedness response for the district in accordance with the CFMS and Regional requirements;
- Provide input and assistance in the completion of annual fire skills refresher training for the Region;
- Provide authoritative advice and support to others on fire protection and wildfire suppression practices and techniques including on-the-job training/coaching for staff and contractors;
- Engage in wildfire suppression activities as required as a qualified and capable Sector Commander, and provide leadership in Incident Management Team (IMT) roles at Level 1 incidents; and
- Actively participate in fire preparedness rosters and daily fire risk responses, undertaking roles for which you are qualified.

### 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 Operations Management***

- Strong professional knowledge and application of plantation forest management operations and 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; and
- Demonstrated and practical knowledge and skills in fire management strategies and methodologies for both fire prevention and wildfire suppression.

### ***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; and
- Demonstrated practical interpersonal communication skills including listening, coaching, and empathic engagement.

### ***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.
- Effective written communication skills including business case development and investigative, 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

- Bachelor of Forestry Science or other relevant tertiary qualification;
- At least 5 years' experience in a forester or senior forester role that involved coordinating silviculture, stewardship, and fire protection activities whilst managing a contractor workforce;
- Unrestricted "C" class drivers' licence;
- Fire accreditations, in particular Sector Commander and/or Incident Management Team (IMT) accreditations would be highly regarded;
- Experience in the use of Remsoft (or other tactical planning program), Excel, and ArcGIS Pro would be highly regarded.





# Lead Planner Position Description



**GROWING TOGETHER**