

Position Overview

Position Title	Regional Business Support	
Position Number	1257	
Position Type	Ongoing	
Classification	Level 5 – Professional	
Structure	Forest Operations	Coastal Region
Location	Toolara ¹	
Reports to	Regional Manager – Coastal	
Direct Reports	Nil	
Version	3.0 as at 09 January 2025 ²	

Position Purpose

The purpose of this position is to:

1. Ensure a safe and healthy workplace;
2. Provide leadership and support in the delivery of regional business outcomes;
3. Coordinate the delivery of quality, customer-focused business and financial administration for the Region;
4. Foster a high performing, safe, and inclusive work environment by being a proactive member of your 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.

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);
- 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
- Ensure all Health & Safety events are reported and undertake analysis of events as required.

¹ The incumbent may be required to work from other HQPlantations locations from time to time which may require overnight travel.

² This Position Description may be redesigned from time to time to meet business needs.



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

- Foster and promote individual behaviour that aligns with our Corporate Behaviour Standards;
- 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; and
- Work collaboratively with your team members and actively and genuinely participate as an effective member of your regional and broader company teams.

3. Deliver high-level commercially and quality focused regional business administration

- Work with the Regional Manager and wider Regional team to ensure the following business administration functions are delivered on time and with quality customer service:
 - *Record management* – ensure records, files and statistical data are maintained;
 - *Meeting administration* – coordinate Regional, District and operational meetings, including the provision of agendas, minutes, and reports;
 - *Event co-ordination* – coordinate toolbox meetings, forums, and similar events;
 - *Regional communications* – coordinate communications to Districts, Regions, and corporate teams;
 - *Executive Assistance* – ensure planning, schedules, approvals, and deadlines are met for the Regional Manager;
 - *Business support* – work with the Business Services Manager and Fleet and Facilities Manager to ensure that the Region's fleet and facilities needs are met; and
 - *IT Support* – provide support in ensuring IT needs are met and act as the Region's liaison with the Information Technology Services team.
- Provide professional assistance in the administrative development of the Region's Annual Plan.

4. Provide procurement and contract management support and coordination

- Work closely with managers to coordinate and facilitate contractor and supplier procurement activities;
- Seek and identify opportunities to improve procurement outcomes either through process improvements or changes to market approach;
- Support the development, ongoing management and monitoring of supplier contracts for the Region including renewals, expiry and contract management processes for performance, expenditure monitoring and variance reporting; and
- Support with the order and procurement process of goods and services;

5. Deliver regional financial administration and support

- Provide professional high level financial support in the delivery of the annual regional budget and reforecasting processes;
- Monitor monthly and quarterly financial reports;
- Liaise with District Business Support Officers and Managers in terms of financial business requirements and provide support where required;
- Co-ordinate regional inventories and stocktakes (which includes gravel);
- Act as the Region's key procurement and purchasing contact by providing advice and coaching on the application of corporate policies; and
- Prepare business cases and other analytical reports for the regional management team.

6. Project Management

- Co-ordinate regional business support projects as required by the Regional Manager;
- Monitor regional projects to ensure time, cost and quality requirements are on schedule; and
- Regularly review regional processes to improve effectiveness and efficiency.

7. Quality customer service

- Ensure that all interactions are at all times carried out with high quality customer service and;
- Maintain positive partnerships with internal and external customers and neighbours and other stakeholders.

8. Fire Management

- Provide support to HQPlantations fire management activities which may include firefighting, hazard reduction burning, support for incident management team or other operational roles, whilst ensuring they are undertaken in a safe, environmentally sustainable, efficient and effective manner; and
- Work closely with the Regional Planning team to coordinate and support fire resourcing, preparedness, detection and response activities.

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; and
- Highly competent skills in the application and use of safety risk assessments.

Financial & Business Support

- High level knowledge and application of commercial administration, financial management and procurement;
- Understanding of contractor management practices and processes, particularly in a commercial environment;
- Effective and practical understanding of project management and business systems including the ability to coach others.

Leadership & Interpersonal

- Demonstrated genuine leadership skills to build working relationships and promote positive influence;
- Demonstrated understanding and skills in working with others including engagement and relationship building;
- Demonstrated practical interpersonal communication skills including listening, coaching, and empathic engagement; and
- Ability to deliver quality customer service.

Knowledge & Skills

Business Acumen

- Ability to make safe and business oriented decisions;
- High level 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;
- High level 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, financial systems within an integrated business environment and the ability to quickly acquire skills relevant to HQPlantations systems.

Experience & Qualifications

- Diploma level qualification in finance, business, or administration. Tertiary qualifications would be highly regarded;
- Unrestricted “C” class drivers’ licence; and
- At least 5 years’ experience in a business co-ordination role in a commercial environment.