

Position Overview

Position Title	Lead Harvest Planner		
Position Number	1235		
Position Type	Ongoing		
Classification	Grade 4		
Structure	Forest Operations	Coastal Region	Regional Planning
Location	TBA		
Reports to	Regional Planning Manager		
Direct Reports	Nil		
Version	1.0 as at 17 February 2025 ¹		

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 and undertake the development of tactical harvest plans and schedules for your Region;
4. Provide professional support for the development, analysis, and management review of the regional harvest budget;
5. Assist in the execution of the operational delivery of fire protection, preparedness, and wildfire suppression for your District; and
6. 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.

¹ 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);
- 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.

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

- With HQPlantations team members, foster and promote individual behaviour that aligns with our Corporate Behaviour Standards;
- Through positive engagements with HQPlantations workforce (including contractors) 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;
- Promote 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 team and broader HQPlantations teams.

3. Lead the development and review of quality tactical harvest plans for your Region

- Lead and undertake the development of tactical harvest plans and schedules for your Region working in collaboration with harvest, roading and District teams to achieve sustainable and cost effective outcomes which meet HQPlantations safety, commercial, risk and stewardship objectives;
- Provide professional support for the development, analysis, and management review of the regional harvest budget so as 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;
- In consultation with the Lead Planner and Harvest & Supply team, ensure the implementation of all tactical plans for the harvest team within your Region;
- Support the Harvest & Supply team in the development, implementation and review of operational plans for all harvesting activities ensuring they meet safety, commercial, risk and stewardship objectives;
- Provide professional input into the development and implementation of safe, effective, cost efficient, and environmentally sound harvest work programs;
- Identify opportunities to improve the efficient and effective use of harvest systems through consultation and training; and
- Foster identification of, and support opportunities to develop innovative work practices to deliver operational excellence and improve profitable growth.

4. Provide operational leadership in the delivery of HQPlantations business outcomes

- Provide front-line coordination of contractors in terms of safety, engagement, scheduling, performance targets, quality, and stewardship to ensure efficient and quality delivery. In addition, assist the Regional Planning Manager in the development and negotiation of simple contract variations;
- Provide advice and support to colleagues on harvesting operations including impacts on cultural heritage, social impact, declared pests, endangered species and ecosystem matters affecting the work area; and
- Maintain positive partnerships while providing high quality service with our internal and external customers, neighbours, local and statutory authorities, community stakeholders and all relevant Government agencies.

5. Maintain and deliver fire preparedness and wildfire response capability

- Engage in fire protection activities in accordance with our Corporate Fire Management System (CFMS);
- Actively participate in fire preparedness rosters undertaking roles for which you are qualified;
- Demonstrate a commitment to progress fire management capabilities including the ability to engage in wildfire suppression activities as required as a qualified and capable Crew Leader/Sector Commander, and/or provide leadership in Incident Management Team (IMT) roles at Level 1 incidents.

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

- Effective technical knowledge and application of plantation forest management operations and practices specifically in the areas of harvesting planning and operations, including analysis of alternatives. Additional knowledge in roading and/or haulage would be highly regarded;
- Effective 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 will be highly regarded.

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, 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

- Bachelor of Forest Science (or other relevant tertiary qualification), or a Diploma level forestry (or related field) qualification with extensive experience;
- At least 5 years' experience in a forester role that involved either:
 - Development of tactical harvest plans and schedules; or similar experience in delivering planning and logistical outcomes for a commercial business; or
 - Coordinating harvesting activities whilst managing a contractor workforce.
- Unrestricted "C" class drivers' licence; and
- Fire accreditations or the willingness to obtain, in particular Sector Commander and/or Incident Management Team (IMT) accreditations would be highly regarded.