



District Manager

Position Description

This position description may be redesigned in accordance with HQPlantations Position Management HR Standard

Position Information

Position Number	1182		
Position Type	Ongoing		
Classification	Contract	Grade	n/a
	<i>Business Group</i>	Forest Operations	
Structural Details	<i>Section</i>	n/a	
	<i>Unit</i>	North Queensland	
Reports to	Chief Operating Officer		

Position Key Goals

- To provide value driven leadership in the management and delivery of silviculture, protection, custodial, harvesting and roading programs for North Queensland;
- To drive cultural change in line with the corporate values and safe work behaviour; and
- To support the achievement of HQPlantations strategic goals (Vision 2021).

Position Responsibilities

Behaviour & Values

As a HQPlantations employee you are held responsible for ensuring:

- Your behaviour and decision making is aligned to HQPlantations values, Code of Business Conduct and HQPlantations Health & Safety Management System;
- Your behaviour and work practices demonstrate commitment to the safety of yourself and others through a genuine desire that every day, everyone returns home safe;
- Your behaviour demonstrates commitment to the stewardship of the land we manage; and
- Your behaviour demonstrates a readiness and commitment to participate in HQPlantations fire management activities.

In addition, as a leader your behaviour must exemplify these individual responsibilities.

Forest Operations

- Ensure all activities for the work area are carried out in accordance with HQPlantations health and safety policy and standards as detailed in our Health & Safety Management System;
- Ensure operational planning processes for the District are agreed and to corporate standards and specifications;
- Ensure all wood supply agreement targets for the District are delivered in full, on-time and within specification;
- Develop, implement and deliver cost effective silvicultural and roading programs;
- Monitor and address emergent road maintenance issues to maintain the safety of the operational area road network and continuity of woodflow;
- Develop annual rolling three year tactical plans for silviculture, harvesting and roading program;
- Ensure stewardship strategies are developed, implemented and monitored;
- Manage the planning and delivery of the fire protection program across the operational area; and
- Manage and participate in fire protection and wildfire suppression activities as required.

Business Management & Improvements

- Prepare and monitor the annual operations budget and business plan targets.
- Manage contractor procurement and contractors to meet operational targets.
- Manage and report on delegated budgeted expenditure in line with good governance and corporate standards.
- Ensure material resources are efficiently managed to achieve business targets and productivity gains.
- Foster and support opportunities to develop innovative work practices to deliver operational excellence and improve profitable growth.
- Lead and foster cooperation, accountability and high performance within the work team.
- Ensure human resource practices, in line with the HQPlantations values and Human Resources Framework are consistently applied.
- Foster and support opportunities to develop innovative work practices to deliver operational excellence and improve profitable growth.

Team Leadership & Engagement

- Provide leadership to the North Queensland Operational team that mirrors HQPlantations values and fosters cooperation, individual accountability and a high level of team performance;
- Develop great working relationships with all HQPlantations teams to ensure a safe, informed and supportive workplace;
- Work collaboratively and effectively with all other Forest Operations and corporate teams to achieve HQPlantations business goals; and
- Develop and maintain positive partnerships with contractors, customers and other external stakeholders (e.g. neighbours, government agencies etc.).

Position Capability Requirements

Attitudes & Behaviours

- Strong alignment to HQPlantations values of Commitment, Drive, Integrity, Respect, and Adaptability;
- Behaviours are at all times in accordance with HQPlantations Code of Business Conduct; and
- Provide leadership to support HQPlantations changes, new directions and create a positive working culture.

Knowledge & Skills

- Demonstrated knowledge and understanding of work health and safety obligations, safety practices and the ability to manage risks to self and others;
- Advanced professional knowledge of plantation forestry including silviculture, roading, harvesting, haulage, forest stewardship, and fire management;
- Advanced knowledge and skills to effectively manage contractors in terms of safety, environmental and quality management practices and standards;
- Advanced knowledge of safety, performance, change, financial, quality and business management.;
- Highly developed business acumen skills in budgeting and financial analysis, project management, planning, scheduling and monitoring of work performance and outcomes, problem solving, and statistical analysis and interpretation;
- Highly developed written communication skills such as transactional, business case and report writing, and verbal communication skills such as presentation and coaching;
- Engaging interpersonal skills that delivers confidence in the provision of support and empathy to others, assertiveness, negotiations, partnership building and customer engagement;
- Engaging leadership skills capable of influencing and engaging others; and
- Advanced information technology knowledge and skills including computer literacy programs such as MS Word, Excel and Outlook. The ability to effectively apply to work tasks and functions specialised programs such as Technology One, GIS, and Geocortex.



Position Description

Education & Experience

- Bachelor of Science (Forestry) or equivalent tertiary degree;
- At least 6 years forest plantation experience in silviculture, roading, harvesting/haulage, fire management or general plantation management (e.g. stewardship, planning, resources) within a commercial environment;
- Fire Sector Commander and appropriate IMT accreditation in Incident Control and Operations; and
- Unrestricted "C" class drivers licence.