



# Woodflow Coordinator

## Position Description

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

### Position Information

<b>Position Number</b>	1265		
<b>Position Type</b>	Ongoing		
<b>Classification</b>	Enterprise Agreement	<b>Grade</b>	5
	<i>Business Group</i>	Forest Operations	
<b>Structural Details</b>	<i>Section</i>	Coastal Region	
	<i>Unit</i>	Coastal Harvesting	
<b>Reports to</b>	Harvest & Supply Manager		

### Position Key Goals

- To deliver frontline management of woodflow to match harvest and haulage tasks with customer orders across the Region whilst optimising returns to HQPlantations; 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, actions, and decision making are aligned to HQPlantations values, Code of Business Conduct, and 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.

#### Woodflow Coordination

- Ensure all work is carried out in accordance with HQPlantations health and safety policy and standards as detailed in our Health & Safety Management System;
- Coordinate woodflow scheduling including:
  - Receive and match customer orders with harvest schedule;
  - Weekly review and revision of cutting plans and truck schedules;
  - Development of cutting plans and delivery schedules in a timely manner and weekly distribution to customers and contractors;
  - Monitoring of customer consumption, log production and delivery performance against weekly/monthly targets and adjustments made to schedules;
  - Collate and disseminate log inventory (roadside and mill yard) information to the Sales & Operational Planning (SOP) team and harvesting staff;
  - Monitor and review (in conjunction with the SOP team) regional haulage schedules; and
  - Collate contractor and customer information for a weekly SOP process.
- Act as a key haulage communication contact point for the Region with regular and productive communications to occur with customers and haul contractors;
- Ensure timely communications with contractors on performance and delivery constraints, and with internal staff on operational harvest and haulage issues;
- Review contractor and customer performance on a regular basis and produce weekly and monthly reports on delivery performance against target for internal and external (customers and contractors) distribution;
- Ensure haulage fleet configuration is fit for purpose for operating conditions and customer demand.

- Model woodflows to deliver optimal financial returns to HQPlantations taking into account a wide range of potential constraints including log prices, current customer orders, harvest production, harvest locations, product mix, haulage contractor capacity, haulage access, wood age, vehicle configuration type and customer delivery hours; and
- Foster identification of, and support opportunities to develop innovative work practices to deliver operational excellence and improve profitable growth.

## Fire Management

- Provide proactive support to HQPlantations fire management efforts by both participating in fire preparedness roster and wildfire suppression including appropriate roles in incident management teams.

## Teamwork & Engagement

- Provide proactive support to your colleagues in the Harvest & Supply team and seek out opportunities to improve individual and team performance;
- Work collaboratively and professionally with all HQPlantations teams to support the achievement of business goals and aspirations; 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.

### Knowledge & Skills

- Knowledge of work health and safety obligations and the ability to manage risks to self and others;
- Advanced professional knowledge of plantation forestry in particular harvesting and haulage and woodflow scheduling, forest stewardship and fire management;
- Advanced understanding of logistics management in relation to scheduling of resources;
- 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;
- Effective 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;
- High level of negotiation skills, partnership building and customer engagement;
- Effective written communication skills such as transactional, business case and report writing, and verbal communication skills such as presentation and coaching;
- Effective interpersonal skills that delivers confidence in the provision of support and empathy to others;
- 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. Highly competent in Forest Management Systems associated with TechnologyOne, GIS, and Geocortex or similar applications.

### Education & Experience

- Bachelor of Science (Forestry) or equivalent tertiary degree;
- At least 5 years forest plantation experience in harvesting/haulage within a commercial environment;
- Fire Sector Commander and appropriate IMT accreditation in Incident Control and Operations (or ability to obtain); and
- Unrestricted "C" class drivers licence.