



JOB DESCRIPTION

TITLE:

Environment Manager

AGREED

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DATE: May 2025

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Chief Operating Officer

1 ORGANISATIONAL RELATIONSHIPS

REPORTS TO: General Manager, Sustainability

DIRECTLY MANAGES: Graduate Biodiversity forester

2 JOB DIMENSIONS

Expenditure: Environment Budget

Income: Biodiversity Offset Program

3 JOB SUMMARY

The Environment Manager proactively leads the business in developing and maintaining environmental standards and monitoring and improving HVP Plantations environmental performance in all of its operations. The role is responsible for improving biodiversity outcomes through system improvements, building capacity in monitoring and oversight of strategically aligned projects across HVP's landholdings.

4 KEY ACCOUNTABILITIES

The role will work collaboratively with HVP staff, contractor partners and external stakeholders to:

- Identify and implement initiatives that address environmental risks and opportunities in HVP's plantation forestry and native forest areas.
- Enhance staff and contractor capabilities and understanding of environmental requirements to ensure that systems and processes are implemented in accordance with relevant legislation, regulations, forest certification standards, HVP policy, procedures and operating standards.
- Provide guidance, support and training on a practical, field centric basis, to staff on environment and land management matters.
- Provide regular reports and statistics to report on environmental performance and identify issues that require further development and management.
- Develop and manage whole of company environment budget to prioritise resource allocation in alignment with HVP Environment & Certification Strategy.
- Maintain positive relationships with relevant government and regulatory bodies, scientific and research organisations, key environment stakeholder/interest groups and community members as appropriate.
- Review and manage biodiversity program including High Conservation Value monitoring, biodiversity offsets sites and any future nature repair opportunities.
- Commission environmental assessments relating to plantation forestry activities as required.
- Oversee requirements of conservation authorisations and the development of management plans, in consultation with recognised experts.
- Maintain and update environment and cultural information in HVP GIS corporate mapping layers including High Conservation Values (HCV's) prescriptions and new land acquisitions.
- Manage HVP's vegetation mapping projects and flora & fauna surveys in consultation with regional planning teams.
- Develop management prescriptions for flora, fauna, and habitat communities as warranted.
- Provide advice on koala issues and oversee state wide implementation of HVP's Koala Management Plan, procedures and related operating standards including co-ordination of state-wide koala research, koala management training, koala reporting and koala Authorisation management (but not routine pre-harvest assessments and spotting).
- Procure and manage contractors and consultants delivering cross regional environment services, ensuring contractor compliance within legislative HVP Occupational Health & Safety parameters and Environmental Management System standards.
- Deliver on-site management of a selection of individual projects including budgeting, planning, monitoring, and reporting, at various locations in the HVP estate.
- Ensure regional project identification, budget, implementation and monitoring of local projects are aligned with HVP Environment & Certification Strategy.

- Undertake environmental and cultural site values assessments of potential HVP land acquisitions and identify risks and potential controls at various stages of the acquisitions process.

Fire response

- Contribute to fire preparedness and suppression activities by performing weekend and weekday standby, communications duties, and operational command roles on the fire line, and in the incident control centre. Responsibilities will vary on fire circumstances and individual training and experience.

5 WORKING RELATIONSHIPS

CONTACT	NATURE OR PURPOSE
General Manager Sustainability	Direct report, provision of professional advice & support, direction & development of priorities, KPI's & performance management.
Graduate Forester Stewardship	Direct Report, support & mentoring for professional development, direction & development of priorities, KPI's & performance management.
CEO, COO, Regional General Managers	Provision of professional advice, guidance, interaction & exchange of information to ensure efficient & effective environmental outcomes.
HVP Certification & Risk Manager	Professional advice, guidance, interaction & exchange of information to ensure efficient & effective environmental and certification outcomes.
Functional Managers	Professional advice, guidance, interaction & exchange of information to ensure efficient & effective environmental outcomes.
Foresters & Forest Technicians	Provision of professional advice and guidance, information collection.
Crew and Contractors	Provision of advice and guidance, information collection
Community and interest groups	Information sharing, provision and receipt of assistance, educational
Government, Councils, CMA's and regulators	Assistance, seeking support, issue resolution.

6 OTHER RELEVANT INFORMATION

This position is located at the Melbourne Head Office or regional office (Gippsland preferred).

- A current Australian Drivers Licence is required.
- The incumbent will be expected to travel across HVP's multiple plantation and office locations on a regular basis.
- Occasional domestic and overseas travel may be required.

7 KEY SELECTION CRITERIA

- Extensive experience in managing environment and sustainability systems & application of those systems to deliver improved performance.
- Strong ability to interpret legislative and/or certification requirements and apply relevant principles to compliance. This includes an excellent understanding of the EPBC Act 1999, Flora and Fauna Guarantee Act 1988, Victorian Forestry Code of Practice, Responsible Wood & FSC® certification standards.
- Experience in identifying environmental risks and opportunities and effective management of controls.
- Skilled in negotiation, conflict resolution and stakeholder engagement with experience establishing and maintaining beneficial regulatory, NGO, research institution relationships and fostering strong community relationships.
- Leadership skills with the ability to engage and influence others.
- Experience in directly managing and developing staff.
- Ability to provide training and mentoring to other employees
- Proficiency in budgeting and cost management.
- Strong contractor management experience including demonstrated knowledge of and commitment to high quality OH&S performance including risk management.
- Ability to communicate clearly and confidently both verbally and in writing.
- High level of GIS systems knowledge and utilisation.
- Ability to work autonomously to achieve company outcomes within a commercial environment.
- Ability to successfully manage tasks across regions and functions.
- A relevant tertiary qualification focussing on environment or natural resource management, forest or wildlife ecology, or related degree.