



Job Description Form

ABOUT US

Forest Products Commission (FPC) is a Government Trading Entity that delivers timber products and services across three business segments – plantations, native forest and sandalwood. Our team engages with communities, industry and government to support a vibrant and sustainable forestry industry.

FPC owns and manages softwood plantations to support WA's housing and construction industry. We are actively investing in the acquisition of new land and plantations to ensure future supply while adapting to the challenges of climate change.

FPC has transitioned its native forest business in alignment with the government's changes in forest policy. This has resulted in a shift from commercial scale forest harvesting to the provision of services to the Department of Biodiversity Conservation and Attractions for forest health outcomes.

POSITION DETAILS

Position title:	Roading Manager
Level:	6
Position number:	FPC3171160
Division:	Operations
Branch:	Production
Award/Agreement:	GOSAC Award / Public Sector CSA Agreement
Location:	Bunbury

REPORTING RELATIONSHIPS

This position reports to:	Level 8, Operations Manager
Number of positions supervised:	Level 4, Forest Access Permit Coordinator Level 3, Forestry Officer x 4

ROLE SCOPE

The Roothing Manager is responsible for the construction and maintenance of the forest road network utilised by FPC and its contractors. This position supports staff and ensures the application of best practice roading standards that provide for the safe haulage of timber products in a timely manner

DUTIES AND RESPONSIBILITIES

Roads and Infrastructure

- Responsible for the proactive scheduling and implementation of roading and infrastructure programs that support FPC's timber harvest plan, and other FPC objectives.
- Apply Project Management principles in the delivery of roading and infrastructure operations.
- Ensure the completion of roading projects consistent with FPC procedures and compliant with Austroads, Department of Biodiversity Conservation and Attractions (DBCA), Shire and Main Road guidelines and procedures.
- Coordinate applications to add roads (by completing road assessments) to the Forest Road Network (FRN) or RAV network, and maintains the Register of Traffic Management Plans (TMP) for FPC haulage operations.

- Provide support to the planning function by identifying proposed road alignments and gravel pit locations to facilitate harvesting operations in native forests, plantations, and on new land purchased by FPC.
- Support Aboriginal Heritage survey requirements and supervises field Aboriginal monitoring on roading projects.
- Identify and implements improved work practices.

Communication and Strategy

- Communicate reasons for decisions and clarifies expectations of key deliverables.
- Understand strategic objectives, trends and factors that may influence work plans and goals.
- Scan environment to monitor priorities and keeps self and others informed on work issues.

Financial Management

- Provide road and infrastructure budget estimates.
- Monitor and reports on operational costs against the prescribed budget, maintaining costs within agreed budget allocation.

People Management

- Provide supervision and coaching to staff across multiple locations, ensuring the effective delivery of outcomes.
- Monitor performance of roading staff including provision of regular feedback and performance development discussions and reviews.
- Ensure the FPC roading team work collaboratively to deliver team and FPC objectives.
- Communicate regularly with internal customers to ensure operational priorities are met.
- Identify training and development opportunities, ensuring appropriate training and safety programs are implemented.

Contract and Stakeholder Management

- In collaboration with Procurement branch, ensure contracts are in place in a timely manner to support road and infrastructure requirements.
- Manage contracts effectively with regard to contractual conditions, maintain positive relationships with suppliers and other stakeholders
- Manage disputes and ensures accurate and timely payment of contractors.
- Build and maintain positive relationships with contractors, stakeholders, and other FPC teams to progress FPC business priorities.
- Communicate with the general public, FPC contractors and public sector agencies, including DBCA, regarding FPC road and infrastructure operations.
- Present messages confidently and select the appropriate medium to convey information to stakeholders and contractors.
- Promote good public relations regarding forestry activities.

Exemplifies Personal Integrity and Self Awareness

- Adhere to FPC Code of Conduct and behaves in an honest, professional and ethical way.
- Apply energy, drive and commits to achieving goals.
- Maintain a positive outlook in times of uncertainty and maintains a balanced working environment.
- Reflect on own behaviours and work style and understands the impact this can have on others and on general performance.

Workplace Health and Safety

- Employees are responsible for ensuring:
 - All tasks are undertaken with the full understanding of obligations to take reasonable care to ensure both personal and others' health and safety in the workplace.
 - Compliance with all FPC policies and procedures.
 - Protective equipment is used correctly.
 - Identification and implementation of improved work practices.
 - ALL accidents and incidents (including near miss) arising in the course of work are reported as per FPC procedures ASAP. Complete the Incident Report form as soon as reasonably practicable (within 24 hours)
 - Investigations are undertaken in response to operational incidents, implementing corrective actions within agreed timeframes.

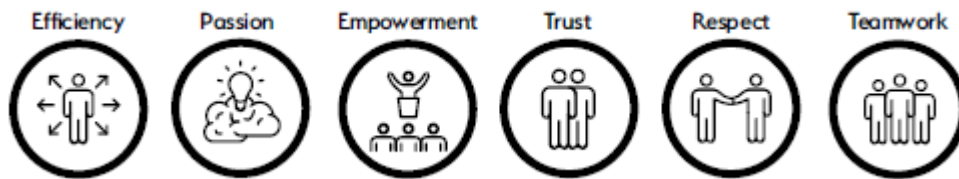
- Provide leadership guidance to team members and contractors on safety practices and compliance, serving as a point of contact for team members regarding safe working practices
 - Actively ensure adherence to workplace safety standards.
 - Take proactive steps to improve knowledge on role related emerging safety trends.

OTHER

FPC considers all our people as leaders irrespective of their role, aiming to build the impact of their leadership.

- As a senior member of FPC, you are expected to demonstrate the highest standards of integrity, embody the spirit of the public service and consciously adopt the mindset that 'we do everything for the public good'. In upholding this you lead by example and act with integrity in all your decisions, actions and behaviours, taking appropriate action should you become aware of or suspect fraud or corruption has occurred.
- At FPC we are committed to fostering a safe, healthy and respectful workplace for all employees and contractors. All staff within FPC have a shared responsibility to uphold and contribute to a culture that prioritises safety, wellbeing and compliance with Work Health and Safety legislation. In this role you are expected to actively contribute to safety, follow policies and procedures, promote a positive workplace culture, participate in training and continuous improvement and report and address safety concerns promptly.

OUR VALUES



*Each of us striving to be our best and treating each other well,
this is what we stand for at the FPC.*

Our values underpin everything we do. The ability to demonstrate how staff apply and 'live' the values is critical to the success of the FPC.

SELECTION CRITERIA

Applicants will be assessed on their capacity to meet the following criteria in the context and scope of the position.

Essential

1. A relevant university qualification or equivalent knowledge and experience in the management of road construction and maintenance operations.
2. Proven ability to manage contracts and contractors to deliver programs on time and to specification, including an understanding of tender and audit requirements for the supply of goods and services.
3. Demonstrated financial management skills in budgeting and understanding how to interpret financial information.
4. Well-developed communication and interpersonal skills with the ability to work cooperatively with internal and external stakeholders.
5. Demonstrated management, supervisory and leadership skills, including the ability to coach, mentor and support staff and promote high performance.
6. Proven ability to lead a team to achieve workplace health and safety practices in relation to roading operations.

Desirable:

1. Understanding of forestry production operations.

OTHER CONDITIONS

Allowance / Special conditions	<ul style="list-style-type: none">• Current Driver's Licence.• Travel to regional offices (including overnight) within the southwest of WA may be a requirement of the role.
Police Certificate	<ul style="list-style-type: none">• Satisfactory WA National Police Certificate• Overseas Police Certificates may be required.

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ADMINISTRATION DETAILS

Approval:	Deputy Chief Executive Operations	Date:	23/02/2026
Endorsed:	Director People and Culture	Reference:	D25/10280