



Job Description Form

ABOUT US

FPC (Forest Products Commission) 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 and assist in addressing 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:	Deputy Chief Executive Corporate
Level:	Class 2
Position number:	FPC3166500
Division:	Corporate
Branch:	Corporate
Award/Agreement:	GOSAC Award / Public Sector CSA Agreement
Location:	Perth

REPORTING RELATIONSHIPS

This position reports to: Chief Executive Officer

Positions supervised:

- Level 9, Chief Finance Officer
- Level 9, Chief People Officer
- Level 9, Director Systems and Risk
- Level 8, Manager Communications

ROLE SCOPE

The Deputy Chief Executive Corporate (DCE Corporate) is responsible for providing contemporary and strategic leadership across all corporate functions to meet Forest Products Commission's (FPC) business needs. These functions include, finance, procurement, information technology, people and culture, communications, legal and audit, policy and strategic planning, governance, and company secretary.

As a member of the Executive team, the DCE Corporate plays a pivotal role in shaping the strategic direction, business development, and overall management of the agency. The role optimises processes, manages risks, provides expert financial guidance and focuses on compliance to positively contribute to FPC's financial shape. Additionally, the DCE Corporate is crucial in managing corporate relationships with the Minister and the Board.

CORPORATE RESPONSIBILITIES

- Maintains high standards of ethics, integrity and personal conduct in the workplace consistent with the Western Australian Public Sector Code of Ethics, and FPC's Code of Conduct.

- Builds productive working relationships with internal and external stakeholders to facilitate business outcomes aligned with our corporate needs.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with safety and health policies and procedures of FPC and complying with all applicable work health and safety laws.
- Maintains high standards of integrity and corporate governance at FPC.

POSITION DUTIES AND RESPONSIBILITIES

The following outlines the duties, responsibilities and outcomes related to this position. They are not listed in any specific order of priority.

Corporate Strategy and Leadership

- As a member of the Executive, provide high level input and strategy on all aspects of the corporate portfolio to improve performance, decision making, and contemporary business practice in the context of the WA public sector requirements.
- Leads the development and implementation of corporate systems and processes that are integrated, contemporary and fit-for-purpose.
- Manages, monitors and reports on corporate compliance, governance, integrity, reporting and risk management, ensuring compliance with relevant laws and regulations.
- Leads the provision of a finance service across FPC to meet business needs, including reporting and accounting standards that satisfy the legislative requirements of the Financial Management Act and reporting and accounting standards of WA Public Sector.
- Leads, manages and reports on achievement of the people and culture strategy, plans and targets.
- Leads the ICT, procurement and administration function to meet agency needs.
- Oversight and delivery of annual report, budget and planning cycle for the agency.
- Leads and manages achievement of the Division's financial and non-financial performance targets to ensure the Commission meets government expectations for economic return.
- Leads, coordinates and reports on functions across legal; audit; communications; and ministerial liaison to meet FPC business goals and objectives.
- Ensures a well-coordinated secretariat support for the Commission and all relevant committees.
- Ensures FPC's technology investments align effectively with business objectives and drive innovation.

Relationship Management

- Leads the development and maintenance of strong strategic relationships and networks. Represents the FPC on external forums as required.
- Leads the strategy and engagement of key stakeholder groups to best achieve FPC strategic objectives, including management of reputational risk.
- Leads and manages the engagement of staff across FPC to achieve an optimal culture.
- Leads and manages the FPC's engagement and relationship with the Minister and Minister's office.
- Builds, models and promotes an ethical leadership culture that encourages collaboration, accountability, productivity, innovation, probity and safety.

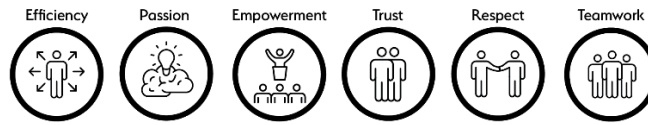
OTHER

We consider all our people are leaders irrespective of their role and aim to build the impact of their leadership at FPC.

- 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.
- Undertakes other duties as required.

OUR VALUES

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



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

SELECTION CRITERIA

The role of DCE Corporate is crucial for leading FPC’s Corporate division, contributing to the achievement of broader strategic business objectives. The selection criteria are outlined below:

Essential

Role Specific Requirements

- Significant experience and demonstrated ability to lead the strategy and delivery of a corporate service function, including strategic planning, management of a change program and finance, at whole of agency level.
- Demonstrated ability to manage key challenges and provide a high level of business support in a complex and evolving business environment.
- A relevant university qualification or equivalent experience.

FPC has adopted the [Public Sector Leadership Expectations Framework](#), this role operates in the [Executive Leader](#) context. Leadership in this context is about shaping complex initiatives covering multiple business areas as well as having a key responsibility in corporate governance.

It is essential you demonstrate the expected behaviors in the context of the role.

Lead Collectively	You take a system wide perspective to deliver value for the agency and sector.
Think through complexity	You work with a high level of complexity arising from ambiguity and uncertainty and create value for an unknowable long-term future.
Dynamically sense the environment	You recognise shared agendas and work towards mutually beneficial outcomes for all business areas.
Deliver on high leverage areas	You understand and recognise how the strategies and decisions in your business areas support the strategic direction of the agency.
Build capability	You focus on supporting the development of long term capability in your business areas, providing development, coaching and mentoring opportunities for leaders.
Embody the spirit of the public service	You embody the spirit of public service by displaying empathy and compassion, integrity and humility.
Lead adaptively	You are open to change and willing to adapt your work methods and revise your processes to effectively lead your business areas.

OTHER CONDITIONS

Allowance / Special conditions	<ul style="list-style-type: none"> • Current WA 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:	Chief Executive Officer	Date:	12 March 2026
Endorsed:	Chief People Officer	Reference:	D26/7661