



Job Description Form

ABOUT US

The 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.

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

The FPC has transitioned its native forest business to align with the government's changes in forestry 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 (DBCA) for forest health outcomes.

POSITION DETAILS

Position title:	Operations Officer
Level:	3
Position number:	Various
Division:	Operations
Branch:	Production/Forest Management
Award/Agreement:	GOSAC Award / Public Sector CSA Agreement
Location:	Bunbury or Manjimup

REPORTING RELATIONSHIPS

This position reports to:	Level 4, Operations Supervisor
Number of positions supervised:	0

ROLE SCOPE

The Operations Officer oversees work programs for all aspects of harvesting operations in plantations or native forests (Production) and all aspects of plantation silvicultural operations (Silviculture). The role liaises with contractors, customers and the community on the work being carried out in the field.

DUTIES AND RESPONSIBILITIES

FOREST OPERATIONS

- Supervises and monitors the FPC works programs for harvesting operations (Production) and silvicultural operations (Silviculture).
- Assists in development of operational plans for all proposed operations including harvesting and silviculture.
- Verifies that contracts are managed in accordance with contract requirements and in an efficient manner.
- In accordance with the Integrated Forest Management System (IFMS) undertakes activities associated with monitoring, investigating and implementing corrective and preventative actions in response to operational incidents.

- Responds to members of the public or stakeholders as required in the course of their duties.
- Implements and applies innovation in work techniques and emerging technologies.
- Liaises with Department of Biodiversity, Conservation and Attractions (DBCA), local authorities and other Government departments to ensure operations are managed effectively.

BUDGET

- Monitors operational costs and ensures they are within prescribed budget provisions.

FIRE MANAGEMENT

- Participates in fire training, bushfire suppression and prescribed burning activities in support of the protection of the FPC's operations and forest assets.

WORKPLACE HEALTH AND SAFETY

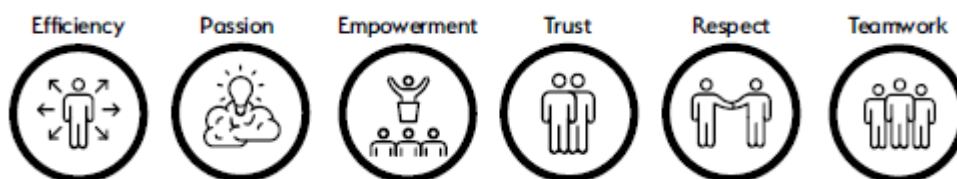
- Ensures all contractors being supervised comply with contractual safety requirements.
- Undertakes tasks with a clear understanding of their obligation to take reasonable care for their own safety and health at work, as well as the safety and health of others in the workplace.
- Complies with all FPC policies and procedures related to health and safety.
- Follows safe working practices as directed by their supervisor.
- Uses and maintains protective equipment correctly and report defects promptly.
- Reports all accidents, incidents, or near misses to their direct line manager/supervisor as soon as possible and completes the required Incident Report form within 24 hours (where reasonably practicable).
- Actively participate in workplace safety initiatives and contributes suggestions for improving safety protocols.
- Monitors their own compliance with safety practices and supports peers in maintaining safe work environments.
- Identifies hazards and report them with proposed mitigations to the supervisor.

OTHER

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

- As a member of the 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'.
- At the FPC we are committed to fostering a safe, healthy and respectful workplace for all employees and contractors. All staff within the 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.
- Provides assistance to the technical and operational branches within the FPC.
- Undertakes other duties as directed.

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.

BEHAVIOUR EXPECTATIONS

Forest Products Commission’s Code of Conduct outlines the professional standards and behaviours expected of all employees and reflects the values that guide the way we work.

Our Leadership Expectations further define the behaviours required of FPC leaders across a range of operational and strategic contexts. For this role, the behaviours listed below are to be demonstrated through strong Personal Leadership, consistent with FPC’s culture, responsibilities, and public sector obligations.

Expected behaviours	Descriptor
Lead collectively	You understand how your work contributes to your team, agency and public value, building strong relationships and consistently delivering high-quality outcomes.
Think through complexity	You apply critical thinking, analysis and sound judgement to solve problems, manage risk and make accountable, evidence-based decisions.
Dynamically sense the environment	You stay aware of changes, listen actively and adapt your approach to respond effectively to your work environment and stakeholder needs.
Deliver on high leverage areas	You prioritise and manage your work effectively to deliver results, demonstrate resilience and continuously improve how you achieve outcomes.
Build capability	You support the growth and development of others by sharing knowledge, contributing to team capability and fostering an inclusive and positive culture.
Embody the spirit of public service	You act with integrity, respect and accountability, delivering quality service and upholding the values and reputation of the public sector.
Lead adaptively	You continuously learn, seek feedback and adapt your behaviour to improve performance and respond effectively to change.

SELECTION CRITERIA

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

Essential

1. Developed knowledge and experience in forestry; sustainable/natural resource management or land management or a university qualification in a relevant field.
2. Understanding of workplace health and safety principles and practices.
3. Developed communication and interpersonal skills with the ability to deal effectively with people at all levels and work within a team.
4. Developed organisational skills, with the ability to plan, prioritise workloads and implement work programs including the use of computer databases and spreadsheet packages.

Desirable

1. Working knowledge of environmental management systems in relation to ensuring the continual improvement of operational standards.
2. Working knowledge of legislation or other documents related to forestry activities, including the *Equal Opportunity Act 1984*, *Work Health and Safety Act 2020*, *Forest Products Act 2000*, *Conservation and Land Management Act 1984*, Forest Management Plan etc.

OTHER CONDITIONS

Allowance / Special conditions	<ul style="list-style-type: none"> • A satisfactory pre-employment fitness assessment is a prerequisite for this role. • Current WA Driver’s Licence. • Travelling to regional locations (including overnight) within the southwest of WA will be a requirement of the role.
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	<ul style="list-style-type: none">• Must be willing and able to participate in all aspects of fire activities if required, including meeting fitness criteria and attending fitness assessments.
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: 2 June 2026

Endorsed: A/Director People and Culture

Reference: D25/11688