



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:	Community Engagement Leader
Level:	6
Position number:	FPC3178240
Division:	Operations
Branch:	Planning and Resource Information
Award/Agreement:	GOSAC Award / Public Sector CSA Agreement
Location:	Bunbury

REPORTING RELATIONSHIPS

This position reports to:	Level 7, Manager Planning and Resource Information
Number of positions supervised:	0

ROLE SCOPE

The Community Engagement Leader supports the Operations Division by developing engagement plans, effectively liaising with stakeholders, participating in community engagement events, and building internal engagement capacity. The role works closely with the Communications team to support the FPC's communication and engagement strategies.

DUTIES AND RESPONSIBILITIES

1. Community Engagement

- Leads the FPC's operational teams through effective engagement with individuals and communities that are impacted by the FPC's operations.
- Monitors, evaluates and reports on the effectiveness of FPC's stakeholder engagement ensuring continual improvement.
- Maintains and improves the FPC's stakeholder database, ensuring records of interactions with community stakeholders are maintained in a timely manner.

- Leads consultations with Aboriginal groups and individuals on behalf of the Commission, ensuring the FPC’s obligations to manage Aboriginal Heritage are well managed.
- Maintains an understanding of Native Title legislation as it impacts on the FPC’s operations.
- Supports a program of community events that inform the public about sustainable forest management and the FPC’s role.
- Facilitates stakeholder engagement workshops and forums and attends events on behalf of FPC.
- Contributes to grant and sponsorship programs in conjunction with the Communications Branch.
- Contributes to training programs that build the internal engagement capacity of the FPC.
- Manages a variety of stakeholder relationships using negotiation and influencing skills.
- Responds proactively to a wide range of stakeholder groups, ensuring timely and effective communication to issues and enquiries.

2. Workplace Health & Safety

- Undertakes tasks with a clear understanding of the obligation to take reasonable care for the safety and health of everyone in the workplace.
- Complies with all FPC policies and procedures related to health and safety.
- Follows safe working practices as directed by the supervisor and according to FPC procedures.
- Uses and maintains protective equipment correctly and report defects promptly.
- Reports all accidents, incidents, or near misses to the supervisor as soon as possible and complete the required Incident Report form within 24 hours where reasonably practicable.
- Actively participates in workplace safety initiatives and contributes suggestions for improving safety protocols.
- Monitors compliance with safety practices and support 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 FPC.

- As a 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’.
- 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.

Leadership Expectations

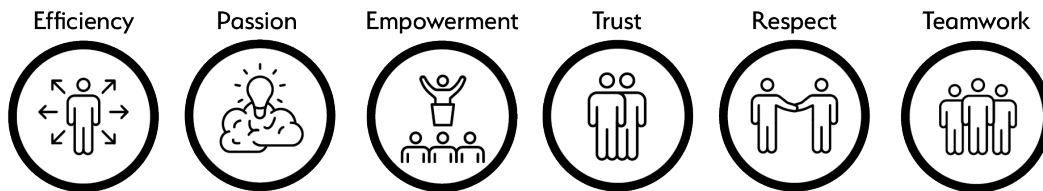
Forest Products Commission’s Code of Conduct outlines the professional standards and behaviours expected of all employees and reflects the values that guide the way we work.

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.

OUR VALUES



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

Our values underpin everything we do. The ability to demonstrate how staff apply and 'live' the values is critical to the success of 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. Substantial experience and demonstrated ability to undertake effective stakeholder engagement processes.
2. Knowledge and understanding of the issues that concern communities in Western Australia and how these impact the forest industry, including knowledge and understanding of Aboriginal society and culture, and Native Title Legislation
3. Highly developed communication and relationship building skills, including the ability to negotiate, manage conflict, establish trust, network and gain cooperation with internal and external stakeholders.
4. High level organisational, conceptual and problem solving skills including the ability to manage conflicting deadlines, think strategically, identify issues and develop and implement solutions.
5. Sound understanding of workplace health and safety principles and practices, with evidence of applying these in daily tasks.

Desirable

1. Tertiary qualifications in a relevant discipline.
2. IAP2 public participation qualifications.

OTHER CONDITIONS

Allowance / Special conditions	<ul style="list-style-type: none"> • Current WA Driver's Licence. • Travel to regional offices (including overnight) within Western Australia is 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: 17 April 2026

Endorsed: Chief People Officer Reference: D26/9347