



## JOB DESCRIPTION

### OUR VISION

To be a leader in achieving an environmentally sustainable and commercially viable forest products industry providing economic and social benefits to the people of Western Australia.

### POSITION OVERVIEW

<b>Position title</b> Director, Finance		
<b>Effective date</b> 09 April 2018	<b>Position number</b> FPC3078305	<b>Level</b> Level 9
<b>Division</b> Finance	<b>Branch</b> Finance	<b>Section</b>
<b>Mode of appointment</b> Permanent	<b>Agreement</b> GOSAC Award / FPC ASA / PSGO Agreement	<b>Location</b> Perth, WA

#### Reporting relationships

<b>Title</b> Board Chairperson
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↑  
Responsible to  
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<b>Title</b> General Manager
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↑  
Responsible to

<b>THIS OFFICE</b>
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Officers under <u>direct</u> responsibility		
<b>Title</b>	<b>Level</b>	<b>No. FTE's Supervised</b>
Manager Financial Operations	7	4
Senior Financial Analyst	6	0

#### Other offices reporting directly to this office.

←  
**Title**  
Director Operation  
Director New Business and Innovation  
Business Manager

### ROLE SUMMARY STATEMENT

Provides strategic leadership, direction and management of the corporate financial portfolio, activities and focus.  
Delivers strategic advice, direction, policy, reporting and modelling to inform strategic planning and decision making.  
Manages the delivery of corporate financial advice, analysis and reporting.



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### CONTEXT AND SCOPE

The Forest Products Commission (FPC) is a Statutory Authority that manages the Government's forest industry resources in relation to sustainable forest management, contract harvesting and sale of forest products. The Forest Products Commission operates as a commercial business entity but also provides advice to and develops policy for government on issues relating to forest management, products and services.

### ROLE

#### Strategic Direction

- As a member of the executive team, directly contributes to the strategic leadership of the FPC and the achievement of its commercial business objectives and outcomes, including the long-term sustainability of the forest industry.
- Leads the preparation and submission of key strategic and financial documents such as the annual budget and financial reporting, the Statement of Corporate Intent (SCI) and Strategic Development Plan (SDP), and other compulsory and voluntary statements relating to the strategies of the FPC.
- Provides authoritative strategic advice to the Executive Team, the General Manager, the Board and the Minister to facilitate informed decisions in relation to commercial operations, sales and international trade.
- Provides strategic leadership, direction, management and strategies to inform strategic planning and decision making.
- Leads the preparation and delivery of financial management, reporting and compliance at the corporate and business unit level.
- As the Chief Financial Officer, delivers compliant corporate processes and statutory reporting for the FPC.
- Formulates strategic and operational plans, programs, projects, and performance targets incorporating innovation, efficiencies and continuous improvement.
- Provides strategic input to research, sophisticated market and industry analysis and modelling to identify commercial opportunities and to inform strategic planning and policy development.
- Maintains an awareness of and monitors industry trends for economic, social and political impact to identify key risks and commercial opportunities.
- Provides leadership and strategic direction and influences the planning and delivery of key initiatives and policy to meet the FPC business goals and objectives.
- Contributes to the development of major organisational change agendas and provides a high-level oversight of implementation outcomes.
- Provides strategic advice and develops briefing papers, and Board papers pertaining to activities and strategies for the Directorate.
- Leads the development of strategic options and strategies for the future financial stability and sustainability of the FPC's commercial operations management.
- Leads and manages sophisticated financial analysis and modelling of current, future and potential commercial operations and initiatives.
- Provides strategic advice on innovative funding options to support alternate market development and delivery models.

#### Relationship Management

- As a member of the Corporate Executive, provides high level input to the negotiation of partnership agreements in line with the State's strategic forest products priorities and direction.
- As a member of the Corporate Executive, proactively maintains positive and collaborative working



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relationships within the FPC to facilitate a clear corporate vision, delivery of effective strategies and achievement of key corporate outcomes.

- Leads the development and maintenance of strong strategic relationship, networks and alliances with key industry stakeholders and public sector agencies to facilitate mutually beneficial outcomes aligned with the FPC's key strategic objectives and goals.
- Leads and fosters the development of professional networks at a local and National level to influence and facilitate solutions to complex industry funding issues and development of innovative new opportunities.
- Provides strategic and tactical advice to the General Manager and the Minister regarding strategies, opportunities and reforms, and represents the Department and General Manager at strategic forums, committees and working groups relevant to the focus of this role.
- Provides high level input to the development of a strong consultative framework which facilitates input from, and collaboration with, customers, contractors, the media and community groups on industry options, opportunities, strategies and outcomes.

### Divisional Leadership

- Strategically leads, manages, evaluates and reports on, the projects, strategies, and operations of the Division.
- Provides leadership of the Directorate to ensure the achievement of the Commission's strategic objectives with a focus on embracing a culture of collaborative team work, accountability, productivity, innovation, probity and safety.
- Leads and manages achievement of the Directorate's financial and non-financial performance targets to meet government expectations for economic return.
- Delivers comprehensive budget and financial reporting on the department's operations and identifies significant issues and trends which may impact on the business and its achievement of targets and critical KPIs.
- Leads the monitoring of project and contract management and the operation of MOU's, SLA's and contract obligations against agreed milestones, targets and KPIs.
- Develops and implements KPI's, benchmarking and related performance data for the business including for federal grants and commonwealth commission initiatives and projects.
- Manages, negotiates, monitors and reports on multi-lateral and bilateral agreements and outcomes across and within government.

## OUTCOMES

1. Effective corporate support is provided to the FPC that meets statutory and legislative requirements, and is in accordance with FPC operational and strategic objectives.
2. The Finance Division operates in a financially viable manner, and aims and objectives are achieved in accordance with the FPC strategic objectives.
3. Strategic leadership is provided for the Finance Division and corporate leadership is demonstrated.
4. Timely lodgement of all compulsory and voluntary statements relating to the finances of the FPC>
5. The Finance Division's short to long term strategic and operational plans are developed and successfully implemented.
6. Manage Service Level Agreements as they apply to the finance function.
7. Briefing papers, reports and policy relevant to the Finance Division are developed as appropriate.



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### SELECTION CRITERIA

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

#### Essential:

1. Tertiary qualifications in a finance related discipline and membership of the Australian Institute of Chartered Accountants or the Australian Society of CPAs, or equivalent
2. Sound knowledge and experience in the delivery of Chief Financial Officer (CFO) responsibilities.
3. Extensive experience in the management of a complex finance function including the preparation and presentation of periodic interpretive financial reporting.
4. Substantial experience in complex financial analysis and modelling of current operations, business cases and potential future scenarios.
5. Extensive experience in managing strategic finance projects and policies, and coordination of high-level outcomes and requirements.
6. Extensive experience in developing strategy at an organisational level with a strong understanding of the external environment.
7. Extensive leadership and management experience (people, financial and operational) in a commercial environment with a proven track record in managing change, meeting strategic objectives and achieving results.

Applicants' ability to demonstrate actions that are representative of the Commission's values - Environmental responsibility, accountability, achievement, leadership, teamwork and employee fulfillment.

### OTHER CONDITIONS

<b>ALLOWANCES / SPECIAL CONDITIONS</b>	<ul style="list-style-type: none"><li>• NIL</li></ul>
<b>SPECIALISED EQUIPMENT OPERATED</b>	<ul style="list-style-type: none"><li>• NIL</li></ul>
<b>ACCOMMODATION</b>	<ul style="list-style-type: none"><li>• NIL</li></ul>

### CERTIFICATION

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

<b>DIRECTOR</b>	<b>GENERAL MANAGER or DELEGATE</b>
<b>SIGNATURE:</b> <b>X</b>	<b>SIGNATURE:</b> <b>X</b>
<b>DATE:</b>	<b>DATE:</b>