



JOB DESCRIPTION

OUR VISION

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

POSITION OVERVIEW

Position title Project Officer, New Business		
Effective date 1 February 2019	Position number FPC3125994	Level Level 6
Division New Business & Innovation	Branch Business Development & Innovation	Section Business Development and Innovation
Mode of appointment Full time, 12 Months	Agreement GOSAC Award / FPC ASA / PSGO Agreement	Location Kensington / South-West

Reporting relationships

Title Director New Business and Innovation
Classification Class 2

Responsible to

Title Manager Sales and Innovation
Classification Level 7

Other offices reporting directly to this office.

Title	Classification
Manager Sandalwood and Mid-West Sales	Level 7
Marketing Analyst	Level 5

Responsible to

THIS OFFICE

Officers under direct responsibility

Title	Level	No. FTE's Supervised
Nil		

ROLE SUMMARY STATEMENT

The Project Officer position is responsible for initiating, planning, coordinating and implementing strategic projects that support the Strategic Development Plan (SDP) of the Commission. The Project Officer is also accountable for maintain reporting tools and documentation, including the development of detailed project schedules with stakeholders and consolidating this into a program of work.



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CONTEXT AND SCOPE

The Forest Products Commission 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

Safety

- Champions work place health and safety by providing leadership, accountability and support.
- In accordance with the Commissions Integrated Forest Management Systems (IFMS), the Project Officer contributes to management reviews, reports on and undertakes investigations and implementation of corrective and preventative action in response to operational incidents.

Project Management

- Manages and coordinates medium scale projects of varying complexity and sensitivity. Tasks include the initiation, planning, execution, monitoring & reporting and control phases of assigned project lifecycles.
- Aids the management of large scale, complex projects, through assisting the Manager Sales & Innovation and/or leading one of the work-streams.
- Develop detailed MS Project schedules with stakeholders, ensuring that they are current.
- Minimise and manage exposure to risk across designated projects, through implementing effective reporting systems.
- Manages the impact of assigned projects on the Commission through implementation of effective change management, including (but not limited to) communication, stakeholder management and training.

Business Administration

- Prepares contract initiation requests and provide input into contractual reviews and revisions.
- Monitors the compliance of business development activities within the Commission's corporate governance framework, State Government procurement policies, relevant legislation and industry best practice.
- Monitors and analyses contractual performance and ensures that risks are managed proactively, including chain of custody, processing and point of sale processes.

People

- Participates constructively and positively as a member of the team, contributing to team goals.
- Coordinates with stakeholders to deliver value to business through opportunity identification and prioritisation.
- Represents the Commission on relevant committees and meeting groups as required.

Other

- Prepares briefing notes and advice on local issues.
- Represents the FPC at local meetings and forums.
- Undertakes travel (intrastate and interstate) as required.



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OUTCOMES

1. Assigned strategic projects are delivered within budget and on time to support the delivery of the Commissions Strategic Development Plan (SDP). The two primary projects that the Project Officer will be accountable for managing effectively are:
 - a. South West Native Forest Biomass Project and associated research;
 - b. South West Native Forest Industry Transformation Project.
2. New business opportunities are identified, evaluated and implemented.
3. New contracts are implemented based on sound evaluation and risk assessments, and in a manner, that is consistent with requirements of the Forest Products Act 2000.

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 proven ability in the effective management of a variety of projects varying size, nature and complexity to achieve best practice outcomes.
2. Well-developed communication and interpersonal skills including the ability to build and maintain effective relationships with a range of people in various contexts.
3. Excellent analysis skills to conduct research and analysis on a range of identified issues and contribute practical and innovative solutions to problems and/or identify business improvements.
4. Ability to work effectively within a team environment and contribute to the achievement of results through being agile, curious and solutions focused.
5. Current driver's license

Desirable:

1. Tertiary qualification and/or equivalent experience in a relevant discipline.
2. Experience in project management, particularly in the forestry or agricultural sector.



Forest
Products
Commission
WESTERN AUSTRALIA

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OTHER CONDITIONS

ALLOWANCES / SPECIAL CONDITIONS	<ul style="list-style-type: none">• NA
SPECIALISED EQUIPMENT OPERATED	<ul style="list-style-type: none">• NA
LOCATION/ACCOMMODATION	<ul style="list-style-type: none">• NA
POLICE CERTIFICATE	<ul style="list-style-type: none">• A National Police Certificate is required• Overseas Police Certificates may be required,

CERTIFICATION

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

DIRECTOR	GENERAL MANAGER or DELEGATE
SIGNATURE: X	SIGNATURE: X
DATE:	DATE: