

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

Position Title Operations Officer (Level 3) or Forester (Level 4)		
Effective Date 17 January 2018	Position Number FPC3011485 L3 FPC3121961 L4	Level Level 3 or Level 4
Division Operations	Branch Production	Section Production North
Mode of Appointment Full Time	Agreement GOSAC AWARD 1989. PSGO CSA GENERAL AGREEMENT. FPC ASA.	Location Kalgoorlie

Reporting relationships

Title Harvest Manager North
Classification Level 6

Responsible to

Title Senior Forester
Classification Level 5

Other offices reporting directly to this office.

Title	Classification
Operations Officer x 2	Level 3

Responsible to

THIS OFFICE

Officers under direct responsibility

Title	Level	No. FTE's Supervised
Nil		

ROLE SUMMARY STATEMENT

Under the direction (Level 3) or general direction (Level 4) of the Senior Forester this position focuses on but is not limited to sandalwood operations. The position is responsible for the supervision of forest, plantation, woodland and rangeland harvesting operations to achieve standards for utilisation, environment and safety. This position continually improves FPC works practices to optimise FPC financial performance and stakeholder engagement.



JOB DESCRIPTION

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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

The role plans, implements and regulates allocated FPC harvesting, and transport operations as required. The role includes directing the protection and improvement of forest, woodland and rangeland resources. Although focused on the supervision of sandalwood production operations, this role may work throughout the State's commercial forest, plantation, woodland and rangeland harvesting operations. This position will also work with planning, inventory and silvicultural sections to meet the Commission's strategic objectives.

The position is responsible for the provision of information and facilities to the public including the provision of specialist information and will liaise with public authorities, public interest groups, Department of Biodiversity, Conservations and Attractions and external organisations.

As a member of the FPC team the position assists in the administration of Production Division activities and provides advice to the Manager on policy and operational matters. The position is required to implement programmes identified by the Forest Products Commission and monitors and controls operational budgets and costs.

The incumbent has responsibility for directing and controlling personnel, appraising performance and ensuring the implementation of adequate training and safety programs within the respective area.

Compliant with the Australian Forest Standard and Environmental Management System as applicable, the position undertakes activities associated with monitoring and investigation and implementation of corrective and preventative action in response to environmental incidents.

OUTCOMES

1. Utilisation of the States forests, plantation, woodland and rangeland resources are optimised.
2. Forest Products Commission harvesting operations are planned and implemented.
3. Forest Products Commission operations are effectively and efficiently controlled.
4. Forest products industry strategies and initiatives are implemented and positively promoted.
5. Human, physical and financial resources related to the provision of native forest operations are managed effectively and efficiently.
6. Staff are appropriately trained and developed.
7. Policy, practices and procedures are implemented and managed to prescribed standards.
8. Budget estimates are provided with appropriate financial information
9. Operational costs are monitored and reported.
10. Monitoring, corrective and preventative actions are completed compliant with AFS certification or EMS standard.



Forest
Products
Commission
WESTERN AUSTRALIA

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SELECTION CRITERIA

ESSENTIAL:

1. Experience (Level 3) or demonstrated experience (Level 4) in planning for and managing integrated forest, plantation, woodland, or rangeland harvesting operations.
2. Evidence of good (Level 3) or well developed (Level 4) interpersonal skills with the ability to work cooperatively with others at all levels, including skills in supervision, consultation and negotiation.
3. Knowledge (Level 3) or demonstrated knowledge (Level 4) of Environmental Management Systems in relation to undertaking monitoring and implementing effective corrective and preventative action.
4. Demonstrated competence, willingness and physical fitness to undertake working in remote locations and occasional hiking and physical activity.
5. Demonstrated verbal and written communication skills including the ability to work cooperatively with others at all levels.
6. Ability (Level 3) or demonstrated experience (Level 4) to streamline and improve operational performance.
7. Awareness of Equal Opportunity and Occupation Safety and Health principles and practices.
8. Current C class licence

DESIRABLE:

1. Tertiary level qualification in Forestry, Environmental Science or Natural Resource Management related discipline.
2. Knowledge of the Western Australian Sandalwood Industry.
3. Experience in driving two and four-wheeled vehicles in off-road environments.

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

OTHER CONDITIONS

ALLOWANCES / SPECIAL CONDITIONS	•
SPECIALISED EQUIPMENT OPERATED	• 4WD, 2WD, GPS
LOCATION/ACCOMMODATION	•
POLICE CERTIFICATE	• 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: