



JOB DESCRIPTION FORM

ABOUT US

The Forest Products Commission (FPC) is committed 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.

Our Values

- Nurture our people and their safety
- Respect our environment, heritage and each other
- Deliver outstanding results and superior service

POSITION DETAILS

Position title: Manager Sales & Innovation

Level: 7 or 8

Position number: FPC3120021

Division: New Business & Innovation

Branch: Business Development and Innovation

Award/Agreement: GOSAC Award / PSGOGA

Employment type: Permanent

Location: Bunbury, WA.

REPORTING RELATIONSHIPS

This position reports to: Director New Business and Innovation

Number of positions supervised: 4

ROLE SCOPE

The Manager Sales & Innovation is responsible for identifying, assessing, negotiating, and implementing new commercial opportunities within the Western Australian forest sector on behalf of the Commission. The role will use entrepreneurial and innovative approaches that are focused on new ways of doing business. This role is responsible for managing the Commission's Sandalwood export sales and sandalwood processing requirements.

DUTIES AND RESPONSIBILITIES

1. New business opportunities are identified, evaluated and implemented.
2. New innovation leads to efficiencies in the supply chain.
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.
4. Market intelligence is collated and maintained.
5. A strategy for the ongoing marketing and sale of forest products is developed and maintained.
6. Budgeting and expenditure requirements are effectively managed, monitored and reported.
7. Undertakes other duties as directed.

The Manager Sales and Innovation:

- Maintains a current knowledge of international and domestic forest product markets.
- Provides strategic advice, direction and responses to the FPC Executive in respect to forest products markets and supply chains. Contributes to strategic development as a member of the senior management team.
- Identifies, evaluates and implements new business opportunities within the Western Australian forest sector by fostering effective relationships and partnerships with forest industry stakeholders.
- Utilises an entrepreneurial and innovative approach which is focused on new ways of doing business.
- Monitors and reports on project outcomes.
- Ensures that operational staff are informed of requirements for the management of new production contracts and that contract management plans are developed and implemented.
- Manages the Commission's Sandalwood export sales and sandalwood processing requirements.
- Monitors the compliance of business development activities within the Commission's corporate governance framework, State Government procurement policies, relevant legislation and industry best practice.
- Responds to Ministerial enquiries for advice and Parliamentary questions and ensuring the progress of Cabinet submissions.
- Ensures budgeting and expenditure requirements are effectively managed, monitored and reported.
- Represents the Commission on relevant committees and meeting groups as required.
- Undertakes travel (domestic and international) as required.

SELECTION CRITERIA

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

Essential:

1. Shape and managing strategy
 - Substantial experience (Level 8) or experience (Level 7) in strategic and operational business planning, financial management and reporting.
 - Demonstrated ability to undertake financial analysis of new projects (Level 8)
2. Achieving results
 - Substantial experience (Level 8) or experience (Level 7) in establishing, developing and delivering initiatives and ensuring agreed outcomes are achieved. Track record in achieving deliverables and activities within deadlines and to the satisfaction of all stakeholders.
3. Building productive relationships
 - Highly developed ability to provide mentoring, training, coaching and assessment of team members.
4. Exemplifying personal integrity and self-awareness
 - Demonstrated personal commitment to high standards of professionalism, integrity and accountability.
5. Communicating and influencing effectively
 - Demonstrated high level communication, negotiation and influencing skills and the ability to maintain strong working relationships with internal and external stakeholders.
6. Knowledge and experience in marketing and selling forest products
 - Substantial experience (Level 8) or demonstrated experience (Level 7) with marketing and sale of forest products in domestic and international markets and knowledge of current trends in the forest products sector
 - Demonstrated leadership in managing business development opportunities in a commercial environment.
7. Current drivers licence
8. Tertiary qualification in forestry, commerce or related fields.

OTHER CONDITIONS

Allowance / Special conditions	
Police Certificate	<ul style="list-style-type: none"> • A current National Police Certificate is required. • Overseas Police Certificates may be required.

CERTIFICATION

The details contained in this document are an accurate reflection of the position.

Director or Delegate		People Services	
Signature	Date	Registered Stamp	Date