



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 Environment and Safety

Level: Level 7

Position number: FPC

Division: Business Services

Branch: Environment and Safety

Award/Agreement: GOSAC Award / PSGOGA

Employment type: Permanent Full-Time

Location: Bunbury

REPORTING RELATIONSHIPS

This position reports to: Director Business Services

Number of positions supervised: 3 direct; 3 indirect

ROLE SCOPE

This position manages the Environment and Safety Branch and ensures that the FPC remains compliant with the Environmental Management System (EMS) and relevant certification schemes such as the Australian Forestry Standards (AFS) and Forestry Stewardship Council (FSC®) Controlled Wood. The role also oversees the operational safety aspects of the business and implements improvements to the processes undertaken within the FPC where necessary. The position also works with industry to co-ordinate and align industry safety standards.

DUTIES AND RESPONSIBILITIES

ENVIRONMENT AND SAFETY

- Supports the Director Business Services to ensure compliance to legislative, standards, public sector and organisational requirements.
- Leads and manages the development and implementation strategy, policies, procedures and processes to achieve environment and safety strategic objectives.
- Contributes to the development of voluntary standards for sustainable forest management.
- Coordinates and manages regular reporting to Audit and Risk Committee, the Executive and the Board.

STAKEHOLDER MANAGEMENT

- Develops and maintain positive working relationship with other government agencies, industry and community stakeholders to ensure the delivery of organisational outcomes.
- Promotes effective relations and communicates FPC's mission and goals to stakeholders and the community.
- Provides advisory and consultancy service and support in relations to environment or safety.

PEOPLE MANAGEMENT AND FINANCIAL MANAGEMENT

- Provides leadership and coaching to staff to ensure teams deliver quality outcomes that align to business requirements.
- Ensures there is an open, honest and clear communication with all staff supervised, including delegation of authority and appropriate levels of accountability.
- Determines and provides training and development opportunities to all staff supervised.
- Ensures the overall safety and health of the employees and that safe, efficient and effective work practices are used at all times.
- Contributes to the preparation and monitoring of annual budgets and targets to guide the branch in achieving its goals.
- Ensures that financial activities comply to FPC's reporting requirements.

OTHER

- Maintain an expert awareness of forestry industry trends and issues affecting the AFS and FSC® standards and forestry certification.
- Other duties as required.

OUTCOMES

1. Certification against voluntary standards for sustainable forest management is maintained.
2. Ensure a high level of safety awareness is maintained and alignment of safety standards across industry.
3. Productive internal and external relationships are developed and maintained.
4. Ensures that the strategies and policies comply to legislation, regulations, codes of practices and standards.
5. Budgets are effectively managed.

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 knowledge and experience in the development and implementation of policy, strategy and business initiatives in the areas of environmental certification and safety.
2. Demonstrated forest industry knowledge and experience managing forestry certification schemes.
3. Highly developed leadership skills including the ability to coach, mentor and develop staff.
4. Highly developed conceptual and analytical skills to develop innovative solutions to complex problems.
5. High level communication skills and interpersonal skills including written and verbal communication, negotiation, influencing and consulting, as well as a strong drive to network and engage effectively with a range of stakeholders.
6. Tertiary qualification in a relevant area.
7. Current motor vehicle licence.
8. Availability and willingness to travel extensively throughout the South West region.

OTHER CONDITIONS

Allowance / Special conditions	<ul style="list-style-type: none">• Extensive travelling is required.
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