



ABOUT US

We are a team of forestry professionals engaged in the industry from the seed to the end-product. We work with community, industry and government to create a vibrant forestry industry. We will create an environment of innovation, ensuring that our forests are a strategic and sustainable resource for the future.

POSITION DETAILS

Position title: Corporate Support Officer
Level: 3
Position number: FPC3117646
Division: Business Services
Branch: Strategic Policy and Corporate Support
Award/Agreement: GOSAC Award / PSCAA
Location: Perth

REPORTING RELATIONSHIPS

This position reports to: Executive Officer
Number of positions supervised: Nil

ROLE SCOPE

The Corporate Support Officer assists the organisation with its requirements for controlled documents. The role assists in providing functional support to staff, including the provision of training in the effective use of FPC's key business systems. The role also assists with identifying opportunities for enhancement of existing business systems to ensure they meet the needs of the agency. Provides assistance and support to Policy Officers.

DUTIES AND RESPONSIBILITIES

1. Controlled Documents

- Ensures the capture of controlled documents is managed in accordance with audit requirements and the relationships between all documents are established.
- Maintains the quality assessment, approvals and review process for controlled documents to ensure quality and consistency, and uploads documents onto the intranet.
- Assists in providing functional support to staff in the effective use of the FPC's key business systems, processes, procedures and initiatives.
- Assists with the identification and development of training requirements and delivers training to individual users and groups of users regarding controlled documents.

2. Business Support

- Works with the business to identify opportunities for enhancements to key business systems, functionality and processes.
- Works closely with the ICT team as a subject matter expert to develop business systems to meet business requirements.
- Assists with the development of reports for managers and the Executive on use and usability of the business systems, processes, procedures and related initiatives.

3. Policy Officer Support

- Arranges meetings, functions and activities including coordination of presentations, organising venues and catering arrangements as needed.
- Provides additional support when required for Board and committee administration including collating board papers, arranging travel and meeting logistics.
- Provides general support to other members of the Business Services team during busy periods and when team members are on leave.

4. Other

- Undertakes other duties as directed to support Business Services staff.
- Undertakes occasional regional travel, including overnight stays 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. Demonstrated experience providing effective project support and input into business systems and processes.
2. Sound verbal, written and interpersonal communication skills, including the ability to work effectively as part of a team.
3. Demonstrated knowledge and experience of document control compliance as related to environmental standards.
4. Sound conceptual, analytical and problem-solving skills and the ability to use relevant software.
5. Demonstrated strong organisational skills and the ability to prioritise tasks, manage workloads and meet deadlines

Desirable

1. Relevant tertiary qualifications or experience with user support and training

OUR VALUES



Our values underpin everything we do. Each of us striving to be our best and treating each other well, this is what we stand for at the FPC. The ability to demonstrate how you will apply our values is important to us.

OTHER CONDITIONS

Allowance / Special conditions	<ul style="list-style-type: none">• Current Driver's Licence
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
		24 February 2022	24/02/2022