



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 create an environment of innovation, ensuring that our forests are a strategic and sustainable resource for the future.

The FPC is transitioning to a new business model as part of major changes in its operating environment, including the West Australian Government's changes to native forest policy and commitment to a new investment in softwood plantations over the next decade.

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.

POSITION DETAILS

Position title: Nursery and Seed Centre Coordinator

Level: Level 6 or Level 7

Position number: FPC3159342

Division: Operations

Branch: Forest Management

Award/Agreement: GOSAC Award / Public Sector CSA Agreement

Location: Permanent Full-time

REPORTING RELATIONSHIPS

This position reports to: FPC3092743
Level 4, Nursery Compliance Officer

Positions supervised: Level 5, Operations Manager Nursery and Seed

ROLE SCOPE

The FPC Nursery and Seed Centre grows and delivers over 4 million seedlings annually. It is a key component of the State's Softwood Plantation Investment Program. This position will undertake the management and coordination of the Nursery and Seed Centre as part of a management succession program with oversight by the current Manager Nursery and Seed. This role focusses on the management and leadership of the team responsible for delivering required outcomes, development and maintenance of the work centre, and works with internal and external research advisors to enhance the quality of products through new genetic deployment or improved technology.

DUTIES AND RESPONSIBILITIES

Strategic Objectives

- Assists with the development of strategic and short-term goals and resolve conflicting priorities as they arise.
- Contributes to the continuous review and development of management standards and procedures.

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 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.
- Directs, monitors and reports on the activities of the Nursery and Seed Centre including financial reporting, revenue budgeting and monitoring of expenditure.
- Monitors cost effectiveness of works and ensures that budget and expenditure requirements are effectively managed, monitored and reported.
- Ensures that financial activities comply to FPC's reporting requirements.

Nursery and Seed Centre

- Manages the day-to-day activities of the Nursery and Seed Centre and ensures all internal and external nursery and seed products are delivered to agreed specifications.
- Works with internal and external research advisors on genetic deployment and technical development matters concerning seed, seedling and vegetative propagation.
- Disseminates work centre objectives to nursery and seed centre staff.
- Keeps up to date with new technology, relevant contracts and standards, field and operational manuals, and other legal requirements.
- Provides leadership and management for programs and services provided to the Commission and facilitates the implementation of initiatives in relation to industry.
- In accordance with the FPC's Integrated Forest Management System, contributes to management reviews, reports on environmental performance and undertakes investigations and implementation of corrective and preventative action in response to operational incidents.

Communication and Stakeholder Liaison

- Liaises extensively with internal staff and external organisations, including contractors, customers, and community groups in relation to nursery and seed operations.
- Promotes effective relations and communicates FPC's mission and goals to stakeholders and the community.
- Provides specialist advice on matters relating to the Nursery and seed Centre to external stakeholders as required.

Corporate responsibilities

- Displays leadership behaviours and demonstrates commitment to FPC's values.
- Acts with integrity and demonstrates behaviours aligned with the FPC's Code of Conduct and the public sector Code of Ethics.
- Maintains professional skills, knowledge and competency levels related to the role and responsibilities.

Other

- Undertakes other duties as directed.
- Willingness to develop and learn all aspects of the effective operation of the Nursery and Seed Centre under the guidance of the Manager Nursery and Seed.

SELECTION CRITERIA

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

Essential

1. Developed (Level 6) or Highly Developed (Level 7) experience in leadership and management skills to meet objectives, through effective people and financial management practices.
2. Developed (Level 6) or High Developed (Level 7) experience in nursery management and plant propagation techniques or similar processes.
3. Developed (Level 6) or Highly Developed (Level 7) contract management knowledge and experience in the production, supply and sale of products.
4. Developed (Level 6) or High Developed (Level 7) financial performance management knowledge and experience.
5. Demonstrated high level communication (oral and written) and interpersonal skills including the ability to liaise and negotiate with a variety of internal and external stakeholders.
6. Demonstrated knowledge of integrated business governance management systems in relation to conducting management reviews, monitoring and implementing effective corrective and preventative actions.
7. A relevant tertiary qualification or equivalent experience.

Desirable

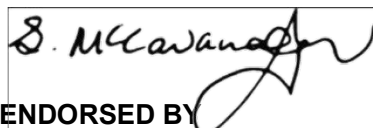
1. Experience with the large-scale propagation of softwood seedlings.

OTHER CONDITIONS

Allowance / Special conditions	• Current Driver's Licence • Ability to undertake out of hours/on-call responsibilities
Police Certificate	• A current WA National Police Certificate is required • Overseas Police Certificates may be required

CERTIFICATION

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

A handwritten signature in black ink, appearing to read "S. McCawana", is enclosed within a thin black rectangular border.

ENDORSED BY
Director People and Culture

Date 26 February 2024
Reference D23/40804