

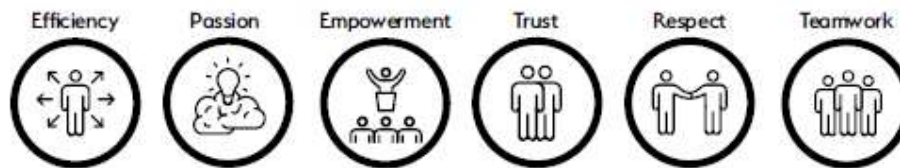


ABOUT US

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.

The Forest Products Commission (FPC) has transitioned 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



*Each of us striving to be our best and treating each other well,
this is what we stand for at the FPC.*

Our values underpin everything we do. The ability to demonstrate how staff apply and 'live' the values is critical to the success of the FPC.

POSITION DETAILS

Position title:	Organisational Development Consultant
Level:	6
Position number:	FPC3132342
Division:	People and Culture
Branch:	People and Culture
Award/Agreement:	GOSAC Award / Public Sector CSA Agreement
Location:	Perth/Bunbury

REPORTING RELATIONSHIPS

This position reports to:	Level 8, Manager Organisational Development
Number of positions supervised:	Nil

ROLE SCOPE

The Organisational Development Consultant works with the Manager Organisational Development in the development and implementation of strategic HR policies, programs and initiatives. The position has a key

role in the implementation of the People strategy including diversity and inclusion, policy development and implementation, learning and development and the delivery of the FPC's Graduate program.

DUTIES AND RESPONSIBILITIES

- Implements actions from the FPC strategic plans such as the People Plan 2024-2026, the Reconciliation Action Plan and Disability Access and Inclusion Plan.
- Leads the design and implementation of the FPC graduate program requirements (Operations and Corporate) and oversee the guidance for the program to be high functioning and delivering desired results.
- Leads or supports the development, implementation and evaluation of People and Culture initiatives, policies, procedures or projects.
- Designs, develops and implements strategies and initiatives that support diversity and inclusion.
- Assists with the development, analysis and implementation of professional development and training programs.
- Reviews, develops and implements strategies to improve equity and diversity practices.
- Provides advice, guidance and support to staff on organisational development related, policies and procedures and provides recommendations or solutions on a range of Organisational Development activities.
- Monitors and maintains compliance of HR practices against policies and procedures.
- Develops and maintains collaborative working relationships with a range of internal and external stakeholders.
- Maintains a contemporary awareness of organisational development and diversity management trends and issues.
- Participates in inter-disciplinary project teams across the FPC.
- Where appropriate, attends and participates in events that support ongoing business and working relationships.
- Assists the Manager in the preparation of submissions, responses and correspondence regarding Organisational Development related issues and other projects undertaken, including research, as required.
- Participates in working groups, committees, selection panels and other forums as required.

OTHER

We consider all our people are leaders irrespective of their role and aim to build the impact of their leadership at the FPC.

- Demonstrates dedication and commitment to the values and vision of the FPC and promotes inter-departmental co-operation that will support FPC wide initiatives.
- As a senior member of the FPC, you are expected to demonstrate the highest standards of integrity, embody the spirit of the public service and consciously adopt the mindset that 'we do everything for the public good'. In upholding this you lead by example and act with integrity in all your decisions, actions and behaviours, taking appropriate action should you become aware of or suspect fraud or corruption has occurred.
- Undertakes other duties 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 in the development and implementation of strategic human resource plans, policies and programs.
2. Demonstrated experience in organisational development functions that support workforce diversity and inclusion.
3. Demonstrated experience in the development and implementation of contemporary policy and procedure.

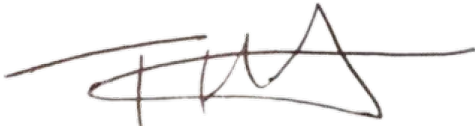
4. Ability to be self-directed, resourceful and creative in a complex and fast paced environment, whilst being a confident, pro-active and adaptable team player who demonstrates alignment with the FPC values and exemplifies personal integrity.
5. Ability to develop and implement contemporary organisational development related solutions to build workforce diversity, engagement and capability.
6. Highly developed communication and interpersonal skills with the ability to negotiate with diverse stakeholders, engage and influence others.
7. A relevant tertiary qualification or equivalent experience.

OTHER CONDITIONS

Allowance / Special conditions	<ul style="list-style-type: none"> • Current Driver’s Licence. • Travel to regional offices (including overnight) within the southwest of WA may be a requirement of the role.
Police Certificate	<ul style="list-style-type: none"> • Satisfactory WA National Police Certificate • 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.



ENDORSED BY

A/Director People and Culture

Date 20 June 2024
Reference D21/20350

People and Culture Use Only	
<input checked="" type="checkbox"/>	Manager Approved
<input checked="" type="checkbox"/>	Director of Area Approved