



## Job Description Form

### ABOUT US

The Forest Products Commission (FPC) is a Government Trading Entity that delivers timber products and services across three business segments – plantations, native forest and sandalwood. Our team engages with communities, industry and government to support a vibrant and sustainable forestry industry.

The FPC owns and manages softwood plantations to support WA's housing and construction industry. We are actively investing in the acquisition of new land and plantations to ensure future supply and adapting to the challenges of climate change.

The FPC has transitioned its native forest business in alignment with the government's changes in forest policy. This has resulted in a shift from commercial scale forest harvesting to the provision of services to the Department of Biodiversity Conservation and Attractions for forest health outcomes.

### POSITION DETAILS

<b>Position title:</b>	Work Health and Safety Advisor
<b>Level:</b>	6
<b>Position number:</b>	FPC3169961
<b>Division:</b>	Operations
<b>Branch:</b>	Environment and Safety
<b>Award/Agreement:</b>	GOSAC Award / Public Sector CSA Agreement
<b>Location:</b>	Bunbury

### REPORTING RELATIONSHIPS

<b>This position reports to:</b>	Level 7, Manager Environment and Safety
<b>Number of positions supervised:</b>	WHS Officer Level 3 and/or Level 4 x 2

### ROLE SCOPE

The Work Health and Safety (WHS) Advisor provides specialist WHS advice to management, employees and contractors; and designs and delivers key WHS programs, policies, practices, procedures and reporting to drive a positive safety culture and ensure compliance with legislative and statutory requirements.

### DUTIES AND RESPONSIBILITIES

#### Team Leadership

- Supervises and supports team and coordinates the day-to-day work commitments of the team to ensure delivery of timely and quality outputs to meet agreed outcomes.
- Provide feedback and coaching to staff, to build capacity and develop the capability of the team.

#### Consultancy and Advice

- Provides specialist advice on WHS strategies and practices, workers' compensation and injury management to deliver compliance with FPC objectives and support staff and contractors achieve objectives.
- Liaises with and accompanies other government agencies or external bodies e.g. WorkSafe and Forest Industries Federation of Western Australia (FIFWA) – on safety audits and WHS matters.

- Prepares information, training materials and awareness sessions.

### Work Health and Safety

- Monitors FPC's compliance and adherence to relevant statutory obligations, standards, codes and established procedures.
- Investigates and reports on safety incidents, ensuring relevant stakeholders are consulted and informed in a timely manner.
- Oversees FPC's Health and Safety Representatives (HSR's), providing guidance, direction and advice to ensure that safety remains a priority.
- Drives a strong, positive safety culture, including the development and maintenance of FPC's Safety Management System, and to minimise risks associated with FPC operational activities.
- Engages with contractors to ensure adherence with the FPC's safety requirements and reporting standards and to provide feedback in relation to compliance.
- Analyses training needs and assists with the delivery of WHS programs to enable the FPC to provide effective, fit for purpose and value for money programs.
- Coordinates Organisational OSH Committee meetings, setting the agenda, documenting the minutes and following up completion of actions.

### Strategy and Policy Development

- Collates, analyses and monitors safety data to report trends and recommend interventions to manage and minimise incidences.
- Develops and assists others to develop proactive, effective and cost-efficient strategy, policy, procedures, tenders and contract documentation to manage WHS, workers' compensation and injury management.
- Implements and drives continuous review and improvement of the FPC's safety management to enhance appropriateness and applicability to FPC's functions and ensure compliance with legislative obligations.

### Integrated Forest Management System

- Provides specialist WHS advice to the FPC and Contractors to assist in the development, implementation, maintenance and review of their Safety Management Systems. Whilst ensuring compliance with Contractor Management Plans, Safety Management Plans and Risk Registers to meet relevant standard requirements.

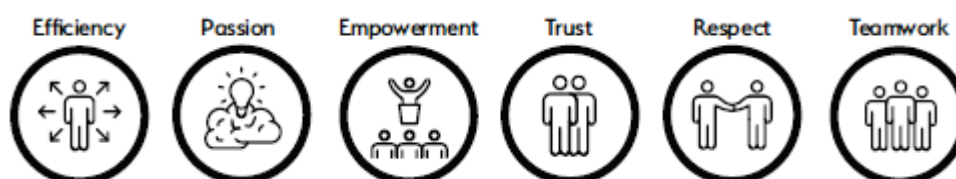
### OTHER

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

- 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 directed.

---

### 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.

## SELECTION CRITERIA

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

### Essential

1. Relevant tertiary degree qualification in Occupational Health and Safety and/or relevant experience.
2. Demonstrated team leadership skills and considerable experience in the development and implementation of WHS programs and systems within geographically dispersed and high risk environments, including interpreting and applying legislation in respect of WHS, workers compensation and injury management.
3. Well-developed written and verbal communication and interpersonal skills including consultation and influencing skills, with the ability to work cooperatively with others at all levels and other relevant agencies.
4. Well-developed conceptual and analytical skills with proven ability to provide solutions and recommendations to solve problems and/or issues.
5. Well-developed organisational skills and the ability to prioritise workloads and meet agreed timeframes.
6. Demonstrated ability to work autonomously with discretion and initiative and as part of a team.

## OTHER CONDITIONS

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

## CERTIFICATION

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

## ADMINISTRATION DETAILS

Approval:	Deputy Chief Executive Operations	Date:	
Endorsed:	A/Director People and Culture	Reference:	D24/22570