

Private Forestry Service Queensland

ABN: 77 312 628 488

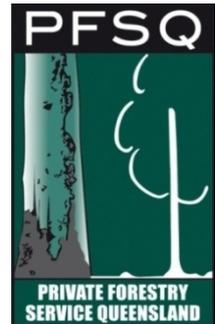
ARBN: 602 674 948

AUSTRALIAN FORESTRY STANDARD CERTIFIED

NOT-FOR-PROFIT • INCORPORATED ASSOCIATION

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Private Forestry Service Queensland – CEO Position

Position Description

BACKGROUND

Private Forestry Services Queensland (PFSQ) is seeking a permanent full-time CEO to lead and develop the organisation in its pursuit of sustainable forest management on private land in Queensland, Northern NSW and the Northern Territory. This includes native forest, revegetation and plantation establishment from activities including logging, revegetation and plantation establishment.

The successful applicant will be engaged under a contract of employment which will include an initial probationary period of 12 months with Board reviews at 3 months and 6 months.

The remuneration package (salary + superannuation) is expected to fall into the range of \$90,000 to \$120,000/annum. The package will also include a phone and 4WD company vehicle.

Remuneration will be negotiated with the successful candidate based on skills and experience.

ROLE

- A key role of the CEO is to provide leadership, innovation, business development and motivation at all levels of the organisation. The position is also pivotal in providing leadership and direction working with key industry stakeholders from the private and public sectors.
- The CEO manages a diverse team and sets the direction of operations and operational objectives. It is the responsibility of the CEO to work with the Board to develop strategy and to review policies and procedures that drive continual improvement and operational excellence within PFSQ.
- The CEO is responsible for managing the PFSQ budget (currently about \$1.8 million). Income is primarily sourced from grants, consultancies, contracts and commercial operations.
- PFSQ routinely undertakes the development and delivery of extension programs in all aspects of forest management
- The current organizational scale and structure requires the CEO to work in both office and field on an approximately 50/50 basis. However, this balance fluctuates and is subject to change according to operational and other requirements.

MANDATORY REQUIREMENT

The successful candidate must be either an Australian citizen or hold the necessary visa or other authority to permanently work in Australia.

ORGANISATIONAL CONTEXT

- PFSQ is a well-respected, independent and leading Not for Profit Forestry Business involved in developing, coordinating and delivering Forestry projects of all types. It also manages - on behalf of Gympie Regional Council (GRC) – the Elgin Vale heritage listed sawmill and the Wood Works Museum and Interpretive Centre at Fraser Road, Gympie where PFSQ's office is located.
- PFSQ has successfully been doing business for 18 years.
- The CEO position will be based in Gympie and significant work-related travel is required on a regular basis.
- PFSQ's Australian Forestry Standard (AFS) accredited Forest Management Systems are recognized as Industry best practice.
- PFSQ has a strong emphasis on forest management systems development and research and has working relationships with the University of Queensland (UQ), University of the Sunshine Coast (USC), Southern Cross University (SCU) and the Queensland Department of Agriculture and Fisheries (QDAF) forest research.
- The paid workforce is generally comprised of a mix of fifteen full, part time and casual employees primarily working in extension, property management, logging, plantation establishment and administrative roles. Staff numbers fluctuate subject to workloads and other factors.
- There are up to 30 voluntary and Centrelink referred staff who primarily work at the Woodworks Museum.

Current projects are located throughout Queensland, Northern NSW and the Northern Territory with occasional international work.

SKILLS AND KNOWLEDGE

Demonstrated high level, technical and practical skill set in forest management, including:

Forest Management

- The ability to develop and deliver forest extension programs for a broad range of Stakeholders.
- The ability to read a forest, its dynamics, issues, impacts of past management, fuel loads, , and future silvicultural requirements
- Knowledge of Forest Certification systems including the requirements of AFS accreditation.
- Experience in plantation and native vegetation establishment and management to produce a range of outcomes including environmental offsets, koala habitat, carbon forestry and traditional commercial forestry.
- Detailed knowledge of best practice native forest management to produce commercial and non-commercial outcomes.
- Forest assessment and valuation skills and knowledge.
- Harvesting experience including harvest management plans, tree selection, managing contractors, applying product specifications and code compliance.
- Leading a team in forest fire management including prescribed burning and fire-fighting.

Personal Qualities

- Strong communication, written and interpersonal skills.
- Ability to expand, grow and maintain stakeholder relationships.
- Ability to work in remote and challenging locations requiring a high degree of fitness and bush acumen.
- Ability to provide leadership and motivation at all levels of the organisation and to the timber industry more generally.

- Ability to manage paid staff and volunteers.
- Engagement and management across a broad range of stakeholders including clients, universities, timber industry, local state and federal governments, and landholders.
- High-level management skills including the ability to effectively manage remotely.
- Ability to effectively report directly to a board of management including financial reporting and compilation/presentation of reports.
- Ability to effectively advocate on behalf of the organisation and the forest/timber industry.
- Ability to manage budgets on a whole of business and a project by project basis.
- Ability to work respectfully and constructively with Indigenous people on forestry and timber projects including in remote communities.
- Being able to think outside the box to develop innovative solutions to problems

Legal and Regulatory

Sound knowledge of Forest Industry related legislation, regulation and context (or the ability to acquire) especially:

- Queensland Vegetation Management Act and relevant Codes of Practice.
- Workplace Health and Safety Act 2011 and associated relevant Codes of Practice.
- Ability to acquire knowledge of the political, legislative and business environment in Queensland and other relevant jurisdictions.

Forest Industry Sustainability

- Sound knowledge of the Australian Standard for Sustainable Forest Management (AS 4708) (Responsible Wood)
- Oversight of PFSQ's Responsible Wood certification including managing internal and external audits.
- Maintaining the organisation's social licence to operate and contributing positively to the broader Forest/Timber Industry's social licence.

Risk Management

- Sound, working knowledge of Risk Management principles and practice and the ability to apply across all areas of the organisation from financial to infrastructure to operational risks.
- The ability to deliver timely reports to the Board on Risk Management issues.

Planning and Business Development

- The ability to create, oversee and manage business and forestry management plans at all levels.
- The ability to manage projects effectively, on time within specifications and budgetary constraints.
- Demonstrated success in project development, grant applications and general business tendering processes
- Ability to identify and procure new and enhanced business opportunities for the organisation.

Qualification and Technical Skills

- Highly skilled in MS Office including Excel, Word, Access, Power-Point etc.
- General knowledge of website management and social media

- An understanding of mobile information technology such as Juno Trimbles for integrated in-field data entry, GPS/GIS and other mapping application.
- Forestry Science or equivalent forestry qualifications, skills and experience in plantation and native forest silviculture, and ecological management, preferably in Australia.
- Forest inventory and mensuration knowledge, skills and experience.
- Applied forestry research skills and experience.
- Class C Drivers licence is essential and HR licence would be advantageous.
- Ability to operate 4WD vehicles safely in steep, broken terrain.
- A well developed understanding of tree-falling and logging operations in native forest and plantations.

Advocacy

- An understanding of the relevant representative organisations which occupy the forest management space.
- An ability to plan and deliver events such as field days and small scale conferences.
- The ability to engage effectively with and lobby Politicians, Government Agencies, peak bodies and other organisations as required.
- Understanding the role of museums and heritage and in public education