



Forest Stewardship Council Australia

Responsible Forest Management Australia Limited – ABN 81 120 667 870
96-104 Dryburgh Street, North Melbourne Victoria 3051. T: 03 9329 9984

Policy Assistant – FSC Australia

Background

FSC Australia is a National Office of an international non-government, non-profit organisation that promotes responsible forest management practices through multi-stakeholder standard setting and an internationally recognised certification-labelling program.

FSC generates revenue from membership, key accounts, sponsorship, donations, events, training and trademark assurance services. A key objective is to build that revenue base so as to improve services to existing members, and promote FSC in NZ.

FSC Australia – Vision, Mission and Outcomes

FSC Australia has a draft 5-year strategy in place that the contractor will be required to contribute to. Specifically outcomes four through to ten. The vision for the organisation is that:

FSC is the trusted brand for 'Healthy forests supporting healthy communities'

Our mission in the next two years is:

To make FSCs brand publicly visible and known.

Key outcomes for 2015 and 2016 include:

1. Standard: National standard is complete & accredited internationally
2. Stability: Key 3 year funding agreements in place with sponsors
3. Business Model: Provide commercial advice & training on the FSC system to help diversify income streams
4. Engagement: All stakeholders are empowered and engage well with FSC and Certification bodies
5. Promotion: Promotion of FSC brand increases awareness amongst consumers and large retailers
6. Promotion: Certificate holders value certification & increase label use
7. Promotion: Trade mark / FSC Claims increases in sawn timber markets
8. Advocacy: FSC positions itself to have a seat at the table in key policy decisions & have a say in the future of forestry
9. Membership: grows in diversity, breadth and coverage adding value to individuals, organisations & networks
10. Services: FSC has a presence in NZ



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FSC Australia's Preferred Culture

FSC Australia has a focus on evolving the culture of the organisation. We value a constructive culture that is honest, open, accountable and inclusive. To support our preferred culture, we have identified guiding behaviours that every member of the team, Board or contractor will work to:

1. Give & ask for feedback
2. Respect others time
3. Support each other to deliver
4. Communicate clearly and directly
5. Take responsibility
6. Build relationships
7. Have fun and enjoy work

To support you to make decisions and act in accordance with our preferred culture we have also identified a number of guiding values and principles. FSC Australia values:

- **Courage** in tackling issues honestly
- **Respect** by listening, being present & valuing contribution
- **Empower** people to engage in forest management
- **Integrity** in how we work, engage and communicate

In the role and working with our staff, partners, certificate holders, stakeholders and members there will always be a requirement to make decisions, sometimes with limited information. To support how we make consistent and effective decisions a number of principles have been identify:

- **Focused:** we avoid distractions and tackle the right issues
- **Inclusive:** we invite and value different views and thoughts
- **Collaboration:** we work together and value our differences
- **Influence:** we look to change behaviour in every interaction
- **Measurable:** we prepare for and measure success
- **Maximise leverage:** we target the people who can most affect change
- **Transparency:** we are open in what we do and why

Role Description

We are seeking a Policy Assistant to help the Deputy CEO in the coordination, support and to facilitate the process of standards development. This person would assist the Deputy CEO to lead on FSC standards development and policy formulation in Australia and interact on a regular basis with Australian experts and stakeholders, FSC International and other FSC Organisations internationally. This role would be ideal for someone who has recently graduated or in his or her final years of study and looking to develop experience in policy.



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The key focus of the role includes:

National Standard:

- Supporting the Deputy CEO in engaging with the all stakeholders to enable FSC Australia to enable the development of the Australian Forest Stewardship Standard
- Providing support in the national consultation process of the National Standard

Controlled Wood Risk Assessment

- Assist in the development, review and implementation of the FSC Australia National Risk Assessment

Non-timber Products:

- Assist in the capture of potential non-timber certified products categories in Australian and NZ forests such as bush foods and flowers.

Small Producers:

- Support the development of a commercial brief with FSC International to identify possible supply chains and product categories for small producers in the Australian Market

Public Procurement:

- Review public procurement policies and tender opportunities for all states and territories, and the 3 largest municipal councils in each state to prioritise top 10 governments to engage
- Review and adapt FSC international public procurement materials to promote use of FSC products in Australia

Role Requirements

- Experience of working in an administrative support role within a team (ie minute taking, data entry) of developing and monitoring effective administration systems (electronic and paper-based)
- Responding to enquiries from a wide range of people
- Collating and preparing written reports/papers
- Assisting with the development of effective relationships with other organisations and key stakeholders

Selection Criteria

Essential

- Tertiary study (completed or currently completing) in public policy, forest management, environmental science or other relevant areas.
- Proficient office/administration skills, including good overall knowledge of administrative systems;
- The ability to analyse complex information and communicate key information succinctly;
- Proficient organisational and time management skills,
- Including the ability to balance a varied workload and competing tasks,
- Good problem solving skills and the ability to use own initiative to deliver expected out-comes.
- Excellent interpersonal and communication skills,
- Including the ability to communicate and work with a wide range of people and to enhance effective work relationships;
- The ability to work both as a member of a team and independently, and enthusiasm and a proactive



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approach to work is also required.

- You should have discretion and the ability to handle confidential information appropriately;
- Effective written and oral communication skills in English, and cultural awareness and sensitivity in the forestry industry

Desirable but not essential

- Involvement with ISEAL or ISEAL affiliated/ISO organisation
- Appreciation of the issues and positions of stakeholders in relation to Australian Forest Management
- Experience working with Indigenous communities or organisations

Reporting and Support

Performance management

Performance targets will be developed with the Deputy CEO.

You must be able to hit the ground running. This work is currently underway and the appointee will need to be able to pick-up the tasks and duties quickly.

Office space and equipment

FSC Australia is based in Melbourne and the candidate will need to be located in Melbourne

FSC Australia will provide you an official FSC account to enable personalized email and calendars. You will also have access to FSC's Salesforce database with contact information for certificate holders, stakeholders and members.

Remuneration

- The position is part-time on a 4-month contract.
- \$25 per hour, 16 hours per week (days are flexible)