



## JOB DESCRIPTION

**Job Title:** Wood Processing Technician

**Division/Programme and Section/Project (if any):** Land Resources Division, Sustainable Forests and Landscapes Management Pillar (SFLMP), Coconut and other non-traditional forest resources for the manufacture of Engineered Wood Products project

**Location:** Suva, Fiji

**Reporting to:** Project Officer – Engineered Wood Products Project

**Number of Direct Reports:** 0

**Purpose of Role:** Provision of technical assistance and support of Sustainable Forests and Landscape Management activities with particular focus on the manufacturing of engineered wood products from coconut and non-traditional forest resources.

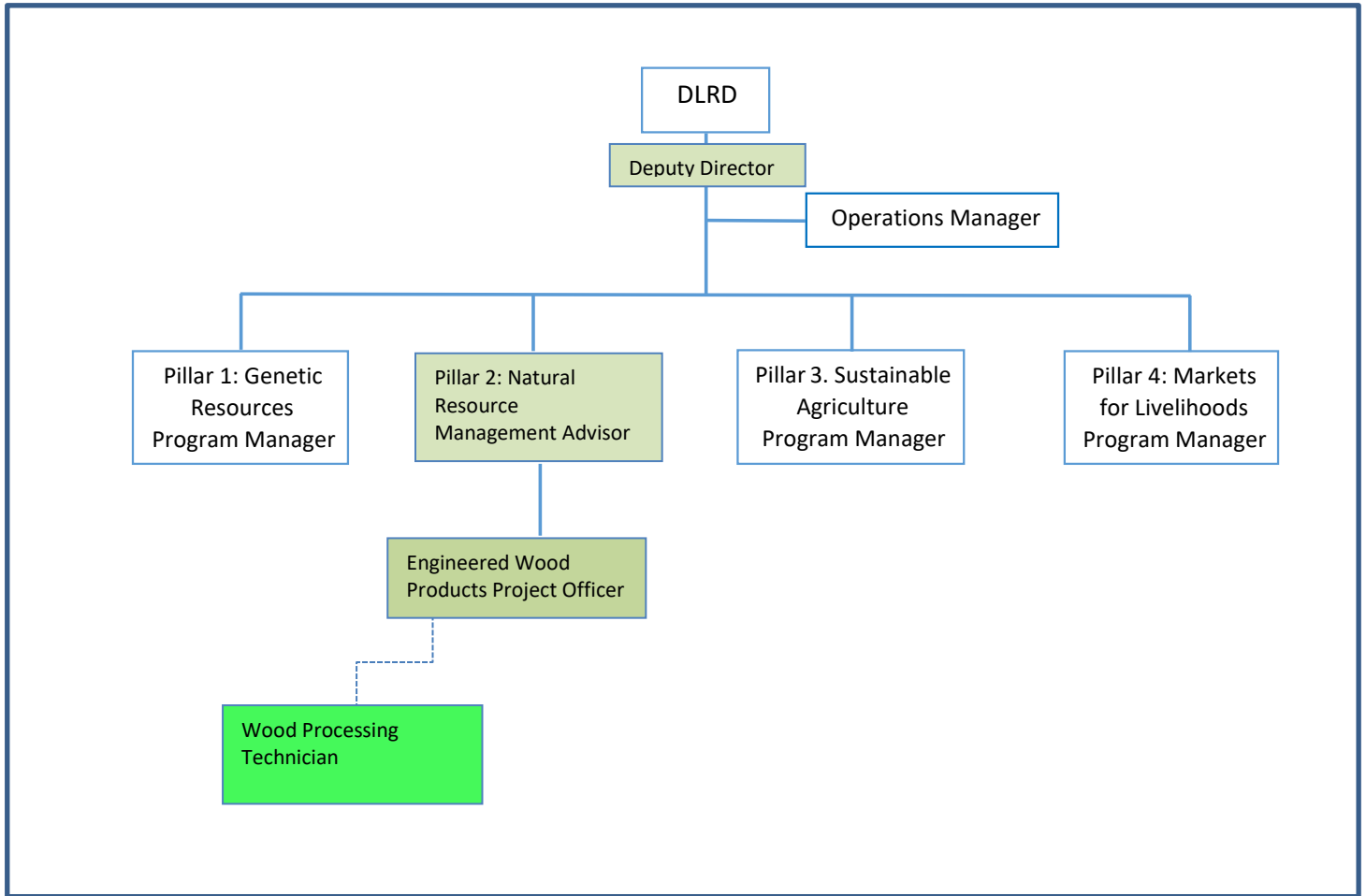
**Date:** April 2024

### Organizational Context and Organization Chart

LRD's goal is to assist the Pacific Island Countries and Territories (PICTs) to improve food, nutritional and income security and sustainable management and development of land, agriculture, and forestry resources in a sustainable way and to reach out at local, national, regional, and international level to serve its members. This goal is directly linked to SPC's vision for a secure and prosperous Pacific Community whose people are educated and healthy and manage their resources in an economically, environmentally, and socially sustainable way.

The SFLMP is housed in LRD within SPC and contributes to the sustainable management and utilisation of forests, trees, and land resources by assisting PICTs in addressing major issues and challenges through expert technical support, facilitation and advise to the PICTs. The main objectives of this Pillar is to support and build capacities on sustainable forest, trees and land management and utilisation in PICTs, to maintain ecosystem services, improve land productivity and enhance community resilience, diversify products, and value adding.

As native forest harvesting has become less accepted globally, traditional timber supplies have become less available. To meet growing demand, forest products industries must use available natural resources ever more efficiently. This research project, in collaboration with the Australian Centre for International Agricultural Research (ACIAR) will deliver and validate wood processing technologies to transform coconut and other currently low-value forest resources into high-value engineered wood products suitable for local and international markets. By providing new, profitable outlets for low-value log products, we can increase the returns from these materials to farmers, timber growers and processors, contribute to the renewal of coconut holdings, estates, and plantations, and expand employment and trade.



**Key Result Areas (KRAs):**

- The position of Wood Processing Technician encompasses the following major functions:
- KRA 1: Project planning and development (60%)**
  - KRA 2: Provide technical advice on regional and national Sustainable Forests and Landscapes activities (20%)**
  - KRA 3: Awareness and communication on Sustainable Forest and Landscape activities. (20%)**

*The performance requirements of the Key Result Areas are broadly described below*

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA 1 - Project planning and development</b></p> <ul style="list-style-type: none"> <li>• Provide assistance and support on the development and monitoring of projects work plans</li> <li>• Work collaboratively with the ACIAR project team to engage with project stakeholder to undertake and promote project activities</li> <li>• Assist with the development and monitoring of SFLM Pillar work plan</li> <li>• Actively participate in at least 1 PSC meeting and provide technical advice where and when needed</li> <li>• Assist with project and Pillar reporting, documentation</li> </ul>	<ul style="list-style-type: none"> <li>• SMART Work plans are developed on time.</li> <li>• Projects activities/events delivered on time and budget and as per Member country's expectations</li> <li>• Project documents formulated, approved, and shared as per set deadlines</li> </ul>

<ul style="list-style-type: none"> <li>Contribute to regional cooperation on timber utilization and engineered wood products</li> </ul>	
<p><b>KRA 2 - Provide technical advice on regional and national sustainable forest and landscapes management activities</b></p> <ul style="list-style-type: none"> <li>Assist with the implementation of the SFLM Pillar and project work plans</li> <li>Assist with the develop of training materials</li> <li>Provide technical advice on wood utilisation and engineered wood products</li> <li>Actively contribute to the development of new projects with SFLM e.g. support development of Project Proposals on Forestry and Land Use</li> </ul>	<ul style="list-style-type: none"> <li>Projects activities/events delivered on time and budget</li> <li>Training materials developed</li> <li>Lessons learned are documented and shared</li> </ul>
<p><b>KRA 3 - Awareness and communication on Sustainable Forest and Landscape activities</b></p> <ul style="list-style-type: none"> <li>Develop minimum one communication product e.g. engineered wood products field story, press release etc.</li> <li>Establish networks and strengthen existing partnership with key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Communication products, based on the review and research of technical information are published at minimum national and regional levels</li> <li>SFLM Pillar work promoted during the key national and regional events</li> </ul>

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

#### Most Challenging Duties Typically Undertaken (Complexity):

- Work cooperatively with diverse stakeholder, with potentially different viewpoints, to assist develop and build a sustainable, effective and inclusive sustainable forest and landscape management program
- Work cooperatively with national and international stakeholders, with potentially limited knowledge of the Pacific Islands region and associated challenges, to assist in addressing barriers to implementation of the integrated landscapes management approaches.

#### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>ACIAR and the Queensland Department of Agriculture and Fisheries</li> <li>PICT Governments and other national stakeholders</li> <li>Private companies, research institutes, training institutes</li> <li>Donors and development partners</li> </ul>	<ul style="list-style-type: none"> <li>Policy and Operational advice on wood processing and utilisation</li> <li>Partnerships/collaborations on engineered wood products manufacture and market identification</li> <li>Collaboration and joint approaches for complementary project activities and on-going /planned activities with those of other stakeholders</li> </ul>

<ul style="list-style-type: none"> <li>• International agencies such as FAO, GIZ, GCF, UNCCD, WWF, IUCN, CBD, DFAT, IAEE, APCC, FFPRI, CSIRO</li> <li>• CROP agencies and other regional bodies and associations</li> <li>• NGOs</li> </ul>	<ul style="list-style-type: none"> <li>• Representation of PICTs' interests and priorities</li> <li>• Collaboration, partnerships, and the promotion of joint events</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• Director LRD</li> <li>• Other LRD Program Leaders and Technical Advisers</li> <li>• LRD and SPC staff</li> </ul>	<ul style="list-style-type: none"> <li>• Liaising on the future direction of the SFLM Pillar and the links to other LRD programmes</li> <li>• Advice on direction and implementation of the project in landscapes management in line with LRD strategic direction</li> <li>• Contribute to the delivery of the LRD business plan and LRD integrated programmes</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: N/A

Budget Sign off Authority without requiring approval from direct supervisor: N/A

**Personal Specification:**

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

**Qualifications**

<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A diploma in forestry, wood science or related field</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Advanced university degree in forestry or wood science</li> </ul>
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**Knowledge/Experience**

<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• At least 5 years of experience in wood processing or engineered wood product manufacture</li> <li>• Experience in working with Pacific region Government representatives and international sector partners</li> <li>• Fluency in oral and written English</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in working with Pacific region, private sector partner in coconut palm processing, wood science, engineered wood products and related investments</li> <li>• Experience in working at more than one of SPC member countries is an asset</li> <li>• Knowledge of at least one member countries language and culture is an advantage</li> <li>• Exceptional writing, presentation, and communication skills</li> </ul>
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## Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"><li>• NGOs and Communities Management</li><li>• Report writing, planning and organizing</li></ul>
Advanced level	<ul style="list-style-type: none"><li>• Attention to detail with high computer literacy</li><li>• Communication and responsiveness to needs of stakeholders</li><li>• Familiarity with Rio Conventions and Paris Agreement.</li></ul>
Working knowledge	<ul style="list-style-type: none"><li>• SPC Strategy</li><li>• Regional and national policies and frameworks in the area of landscapes, biodiversity and climate change.</li></ul>
Awareness	<ul style="list-style-type: none"><li>• SPC policies and procedures</li><li>• LRD Business Plan</li><li>• Regional and national policies and frameworks in the area of human rights, gender mainstreaming and health.</li></ul>

## Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

## Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

### Change to Job Description:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.