

Template: Job description for an executive officer

Job Title: Executive Officer

Appointed by: Committee/Board

Accountable to: Committee/Board Supervises: Staff (list or identify)

ROLE STATEMENT

The (grower group) is a progressive and vibrant grower driven group from the (shires).

We are seeking a highly motivated and enthusiastic executive officer to

The executive officer will work under the supervision of the (grower group) committee/board to.....

KEY RESPONSIBILITIES (edit to suit group/role)

Working under the guidance of a management committee the successful applicant will be required to:

Committee/Board & Secretariat Management

- Coordinate and manage all aspects of secretariat:
 - Act as Ex-Officio – non-voting (and other roles as determined eg. Treasurer/Secretary);
 - Establish and use appropriate protocols;
 - Coordinate the preparation of all reports to committee/board;
- Provide leadership in the development of organisational objectives, mission, goals, plans, budgets and projects;
- Interfaces between committee/board and all staff;
- Ensure all organisational members/committee/staff follow the organisation's protocols;
- Coordinate and manage all sub-committees and activities (through delegation and reporting).

Program, project and service delivery

- Ensure the development and implementation of strategic plans, operational plans, project plans and management, performance measures and budgets.

- Efficient coordination, facilitation, and management of the organisation's activities and operations.
- Makes recommendations to committee/board as required (or as opportunities arise):
 - Analyse industry data, reports, etc;
 - Communication with stakeholders;
- Coordination and delivery of other objectives as required (ie. events).

Financial management

- Maintain and coordinate financial management protocols and practice;
- Provide committee management meetings with financials to-date or other reports as required;
- Develop budgets for the organisation, projects and organisational activities;
- Review approved plans and budgets as required;
- Identify potential sources of revenue;
- Be responsible for all project acquittals (and final reports).

Staff management

- Effectively manage all staff relations;
- Establish and maintain appropriate human resource management policy and practice;
- Ensure staff appraisal and performance measurement is conducted;
- Determine staffing requirements for all organisational projects and activities;
- Manage all projects, through delegation;
- Ensure appropriate communication systems are in place for all staff (eg. staff meetings, project reporting, etc.).

Member, community and public relations

- Ensure the organisation (objectives, mission, projects, etc.) is consistently presented in a strong and positive manner to all stakeholders;
- Identify and articulate (through projects and activities) the needs of members, subcommittees and all relevant stakeholders;
- Establish and/or maintain the necessary relationships/contacts with essential stakeholders;
- Establish and/or maintain consultative networks within key industry stakeholders and groups;

- Formally represent the organisation as required;
- Develop appropriate information, public relations and communication methodologies (eg newsletters, media releases, website, etc.).

Accessing funding

- Research funding sources;
- Establish plans and methodologies for accessing project funds and operational funding;
- Coordinate and manage all submissions;
- Identify further funding opportunities:
 - Sponsorship
 - Sales and marketing (products/ services)
 - Membership fees
 - Member subscriptions
 - Membership categories
 - Event management (ie. further paid events)

PREREQUISITES: (Minimum requirements fundamental and indispensable to the duties, e.g. Certificate of Secondary Education).

Degree in Agricultural Science; Diploma of Agriculture; or Certificate of Agriculture

General knowledge of Australian broadacre farming system, products and technologies

Ability and experience in leading and managing teams; organisational management; decision making and problem solving

A high level of proficiency of computing skills including: website construction and maintenance, word processing, publication creation, spreadsheets, databases, and email.

Current “C” class drivers licence.

SELECTION CRITERIA: (Including additional qualifications, training, abilities, knowledge, personal attributes, skills and/or experience that would make highly effective performance of the job more probable).

Ability and experience with financial resource management (eg. Planning, budgeting, financial reporting)

Superior coordination skills (time management, organised, systematic etc.)

High level of communication skills at all levels within the industry and the wider community

High level of negotiation skills

High level of group facilitation/management skills

Marketing skills (eg promoting the organisation, outcomes/results)

Ability to interpret, analyse and evaluate research data and industry reports

Proven ability in developing and implementing strategic and operation plans

Attention to detail

Ability to work independently, be self- motivated, show initiative and work productively as part of a team

Flexible and able to manage multiple tasks

Strong drive and motivation

Demonstrated affinity for working with farmers

NOTE:

- This template is for groups to modify and suit to their requirements;
- Recruitment and selection should include interview questions that identify the required skills and competencies (ie. prepare detailed interview format).