



## **Replacement Executive Officer Position description**

### ***About the West Midlands Group***

West Midlands Group (WMG) is one of WA's leading grower groups servicing Badgingarra, Dandaragan, West Moora, Regans Ford, Warradarge, Eneabba and the West Midlands coast. The group delivers locally relevant research and development in grains, pasture, livestock, horticulture and promotes community events and networks.

WMG has four program areas, each represented by a sub-committee:

- Cropping research and development;
- Livestock research and development;
- Horticulture research and development;
- Women's program.

A volunteer Board of Directors – elected by the membership – govern the not-for-profit incorporated association. The group employs a 0.9 FTE Executive Officer in addition to six part-time/casual employees and four contractors. The organisation promotes flexible working conditions with staff working from various locations including the WMG office located at the Dandaragan Community Resource Centre.

### **POSITION DESCRIPTION**

The replacement EO position is for a period of ~ six months. The appointee will be responsible for managing the group's governance, finances, employees and contractors, corporate and industry partnerships and delivering value to WMG membership. The EO will oversee the organisation's administration, current projects, liaise with corporate sponsors and strengthen the group's governance and organisational structure.

The Executive Officer reports directly to the Board of Directors and is required to work autonomously on a day-to-day basis.

## **Key Duties**

### ***Governance***

- Coordinate, administrate and improve governance of the organisation.
- Coordinate sub-committees and Board working parties.
- Initiate strategic planning process.

### ***Staff and contract management***

- Manage and supervise WMG's employees.
- Manage contractors.
- Maintain a cohesive team culture.

### ***Program Management***

- Coordinate and oversee WMG's four programs.
- Maintain beneficial corporate partnerships.
- Manage key funding contracts and contracts-for-service.
- Manage project contracts (including reporting).
- Oversee long-term planning for West Midlands Group's key events including: Crop & Seasonal Updates, Women, Wellbeing & Wine and Spring Field Day.

### ***Finance***

- Oversee the financial management in-line with budget.
- Prepare annual budget for Board approval.
- Direct the Finance Officer in financial and accounting activities.
- Certify payments including payroll.
- Prepare financial reports for Board meetings.
- Manage financial compliance requirements.

### ***Membership and Corporate Partnership Program***

- Manage and administer the membership program.
- Work with WMG team to refresh group strategy to deliver more value for members.
- Manage group activities to deliver on corporate partnership agreements.
- Review annual partnership reports.

### ***Administration***

- Manage the administration of the organisation.
- Improve and strengthen current standard operating procedures, event planning, record keeping and IP sharing.

**SELECTION CRITERIA:*****Essential***

1. Demonstrated management or leadership experience including staff management experience.
2. Proven track record of managing projects/ programs.
3. Ability to manage budgets and resources.
4. Negotiation skills and contract management experience.
5. Good organisational and strategic planning skills.
6. Current manual drivers licence.

***Desirable***

1. Relevant qualification in agriculture or business - please detail tertiary institution, level of qualification, year completed and any other relevant information.
2. Experience in developing on-farm agricultural research projects and funding applications.
3. Good networks in agricultural industries covering research, government and corporate sectors.