

# POSITION DESCRIPTION

## Executive Officer

**Mallee Sustainable Farming Inc (MSF) is seeking a leader looking to make a difference in agriculture and natural resource management.**

Executive Officer will lead a team and manage a not-for profit business that delivers agriculture and natural resource outcomes for farmers and the community. The position is supported by a dynamic professional Board. MSF partners with farming systems groups, R&D organizations, universities and state and federal government to develop, demonstrate and implement new management practices on-farm to improve productivity and natural resource outcomes.

The Executive Officer will have knowledge and passion for agriculture and sustainable resource management and capacity building for landholders. They will have drive to innovate and bring new opportunities to a highly progressive agriculture community. The EO is expected to negotiate, develop partnerships, attract funding and engage with farmers and other key stakeholders.

MSF partners with farmers and producer networks, driving change in practice, striving to grow and increase investment from industry to increase innovation for the region. MSF operates across one of Australia's most productive agriculture regions, we are supported by a highly engaged and innovative agriculture community and we have a long history and reputation in natural resource management.

If you are looking for an opportunity to lead, seek variety and flexibility in your workplace, an environment to grow your skills, experience and networks and a beautiful landscape to work in this position could be for you.

## **Position Title: Executive Officer**

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**Salary Range:** An attractive package will be negotiated to the successful incumbent based on experience (\$100,000 - \$125,000 per annum FTE gross salary plus superannuation)

**Work Location:** Hybrid workplace. MSF currently have offices in Mildura (Vic) and Tailem Bend (SA)

**Usual hours of Work:** 0.6FTE. Reasonable overtime is inclusive to this role.

**Tenure:** 3 years with the opportunity to continue subject to funding

**Further Information:** Nicole Byrnes (Board chair)

**Phone:** 0437 422 000

**Position Reports to:** MSF Chair and Board

### **Key Accountabilities**

1. Lead and manage the Mallee Sustainable Farming Inc (MSF) reporting to the Chair and Board.
2. Ensure a high-standard of governance and management including Board reporting, budgeting, finance and risk management and business operations whilst supporting the Board and Board Executive sub committees as required and directed by Chair in providing strategic oversight on maintaining MSF profile, services to members and sponsorship.
3. Pro-actively assist and participate in the review or updating of the MSF Strategic Plan.
4. Develop and submit the annual budget to the Board for approval, monitor and review the budget, and oversee the financial management of MSF in accordance with the legislation and policy.
5. Provide regular reporting to the Board on performance and achievement of the objectives against project milestones, project status and the strategic plan.
6. Maintain and build a positive culture of excellence, innovation and continuous improvement by managing and providing supervision and leadership for project and administrative staff and contractors to bring out the best in the MSF team.
7. Oversee implementation of annual work plans, contracts and budgets;
8. Provide regular e-updates to Board on key activities, achievements, issues, and forthcoming events to keep all Board members fully informed of MSF program and plans.

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9. Identify processes to negotiate, initiate and co-develop new projects and additional sources of funding with a range of stakeholders to assist the organisation achieve its objectives.
10. Promote the Partnership's profile and reputation and represent MSF at non project specific stakeholder events that assert the interests and help raise the profile of low rainfall Mallee farmers that implement progressive and sustainable farm management practices.
11. Engage, maintain and build relationships with members, partners and investors and enhance services to members.
12. Contribute to project delivery including field trials, events, data analysis and reporting through synthesis, integration and communication with expertise and clarity to farmers, scientific and industry audiences through written publications and oral presentations.

### **Key Selection Criteria**

1. Qualification and/or high-level experience in the agriculture sector specifically corporate leadership, business management and strategy, corporate governance.
2. Ability to identify and attract funding and implement suitable funding management under contracts that are robust and protect the interests of Mallee Sustainable Farming.
3. Proven ability to establish and maintain productive working relationships with farmers as well as wide range of potential partners and collaborators.
4. Display positive entrepreneurial attitude to developing new ideas and ways of doing business into the future.
5. Experience in undertaking strategic planning and leading the design, development and coordination of projects.
6. Demonstrated leadership capacity to support the Board and staff and maintain a productive and positive workplace culture.
7. Demonstrated management ability in the following areas; projects, communications, business, finance, WH&S and governance systems.
8. Proficiency in any additional computing skills such as website construction and maintenance and CRM systems.

### **Position Specific Requirements**

This position has the following specific requirements:

- Current Driver Licence.
- You will be required to use your own vehicle for work purposes and will need to provide copies of current registration and insurance. Any work-related vehicle use will be reimbursed on a per kilometre basis in line with current Australian Tax Office recommended rates.
- This position may have a requirement to work out of hours. Work will be required that will involve evening or weekend work, including occasional overnight travel.
- This position has a requirement to travel.

## Health and Safety Requirements

You may be required to undertake relevant medical and other safety compliance requirements that relate to any risks associated with this role. The occupational health and safety requirements of this position include but are not limited to activities involving i) Driving; ii) Sedentary desk work and iii) Manual handling.

## Pre-employment Screening

Pre-employment screening including Police and qualification checks may be required for successful applicants.

## More information

Mallee Sustainable Farming Inc is a producer organisation with a twenty-five-year history of managing sustainable agriculture and natural resource management projects in the low rainfall mixed farming zone of the tri-state Mallee.

Read more <https://msfp.org.au/>

Contact MSF Chair: Nicole Byrnes (0437 422 000) or executive board members Gavin Howley (0429 382 240) or Andrew Biele (0439 927 782)

## How to Apply

Include in your application;

- A brief covering letter (1 page maximum), outlining why you are seeking this position
- Your claims against each of the Selection Criteria. Please respond to each criteria directly.
- Your current resume including contact details for two professional referees, which should include a current or recent employer or supervisor.

Apply to [admin@msfp.org.au](mailto:admin@msfp.org.au) or to PO Box 843, Irymple VIC 3498

**Due:** Friday 24<sup>th</sup> February 2023