



Executive Officer, Ag Excellence Alliance Inc.

POSITION DESCRIPTION

Position Title:	Executive Officer
Employment Type:	Part-time (15 to 20 hours per week on average with potential for review and expansion)
Reporting To:	Chair, Ag Excellence Alliance Management Committee
Accountable To:	Ag Excellence Alliance Management Committee
Location:	South Australia (home-based with regular intrastate travel)
Term:	Initial twelve-month transition period with ongoing appointment subject to performance and continued project and sponsorship funding

About Ag Excellence Alliance

Ag Excellence Alliance (Ag Ex) South Australia's peak organisation that supports South Australian grower groups through collaboration, project delivery, capacity building, and industry engagement.

Established in 2005, Ag Ex strengthens the capacity of regional communities by connecting growers with research, innovation, industry, government and education partners. Through leadership, collaboration and project delivery, Ag Ex helps improve the productivity, profitability, sustainability and resilience of South Australian agriculture.

Grower groups are trusted innovation brokers, bringing together farmers, advisers, researchers, regional organisations, agribusiness and government to solve real problems and create new opportunities. They provide the trusted relationships, local knowledge and practical leadership that allow great ideas to move from research papers into paddocks.

Our Vision

South Australia's broadacre farming communities are connected, innovative and resilient, with grower groups leading the adoption of knowledge and practices that enhance agricultural productivity, environmental sustainability and regional prosperity.

Strategic Priorities

The Executive Officer plays a leading role in delivering the Ag Ex Strategic Plan through four strategic priorities:

Grower Groups

- Strengthen participation across the grower group network.
- Foster collaboration and knowledge sharing.
- Build capacity across regional farming systems groups.

Advocacy and Partnerships

- Represent the collective interests of South Australian grower groups.
- Develop strategic partnerships with government, industry and research organisations.
- Secure sustainable investment and funding opportunities.

People and Organisational Capability

- Build a responsive, well-governed and financially sustainable organisation.
- Develop an engaged workforce and high-performing contractor network.
- Position Ag Ex as an employer and partner of choice.

Climate Resilience

- Support grower groups to respond to climate challenges and opportunities.
- Facilitate access to trusted climate information.
- Encourage participation in adaptation, mitigation and carbon farming initiatives.

Position Purpose

The Executive Officer provides strategic leadership and operational management of Ag Excellence Alliance.

Working closely with the Management Committee, the Executive Officer is responsible for delivering the organisation's strategic objectives through strong governance, financial management, stakeholder engagement, project delivery and organisational leadership.

The Executive Officer represents Ag Ex at state and national levels and builds productive relationships that create value for South Australia's grower group network.

Key Responsibilities

Strategic Leadership

- Lead implementation of the Strategic Plan.
- Identify emerging opportunities and risks.
- Provide strategic advice to the Committee.
- Drive organisational improvement and innovation.
- Promote a culture focused on collaboration, accountability and continuous improvement.

Governance and Secretariat

- Support effective governance of the organisation.
- Coordinate Management Committee meetings, agendas, papers and minutes.
- Maintain governance documentation and statutory compliance.
- Coordinate Annual General Meetings.
- Develop and review organisational policies.
- Ensure compliance with legal and regulatory obligations.

Organisational Management

- Lead day-to-day operations.
- Develop annual operational plans and budgets.
- Maintain organisational systems and processes.
- Coordinate organisational reporting.
- Manage organisational risks.
- Ensure resources are effectively allocated.

Financial Management

- Oversee organisational finances.
- Prepare annual budgets and financial forecasts.
- Monitor project expenditure.
- Ensure funding agreements are managed appropriately.
- Provide accurate financial reporting to the Committee.
- Work closely with the Finance Officer and external accountant.

Leadership of Staff and Contractors

- Lead and support employees and contractors.

- Establish performance expectations.
- Conduct performance reviews.
- Foster a collaborative and positive organisational culture.
- Ensure appropriate human resource policies are implemented.

Project Leadership

- Oversee delivery of all Ag Ex projects.
- Ensure projects meet funding requirements.
- Monitor budgets, timelines and outcomes.
- Manage project governance and reporting.
- Support project staff to deliver high-quality outcomes.
- Ensure procurement processes are transparent and compliant.

Stakeholder Engagement

Develop and maintain strong relationships with:

- Grower Groups
- Government agencies
- Research organisations
- Universities
- Industry organisations
- Funding bodies
- Agribusiness
- Community stakeholders

The Executive Officer acts as the principal representative and spokesperson for Ag Ex.

Communications

- Oversee implementation of the Communications Strategy.
- Ensure consistent organisational messaging.
- Promote project outcomes and organisational achievements.
- Support media engagement.
- Strengthen communication with members and stakeholders.

Funding and Business Development

- Identify new funding opportunities.
- Develop competitive grant applications.
- Maintain relationships with funding partners.
- Support diversification of organisational income.
- Identify opportunities for strategic partnerships.

Key Relationships

Internal

- Management Committee
- Executive Committee
- Employees
- Contractors

- Project teams

External

- Farming Systems Groups
- GRDC
- SA Drought Hub
- PIRSA
- CSIRO
- Universities
- Research organisations
- Industry bodies
- Funding agencies
- Agricultural service providers

Selection Criteria

Essential

Leadership

- Proven experience leading organisations, programs or teams.
- Strong strategic thinking and decision-making capability.

Governance

- Experience supporting Boards or Management Committees.
- Sound understanding of governance in not-for-profit organisations.

Project Management

- Demonstrated experience delivering complex projects.
- Ability to manage multiple priorities and competing deadlines.

Financial Management

- Experience managing budgets and funding agreements.
- Ability to interpret financial reports.

Communication

- Excellent written and verbal communication skills.
- High-level report writing and presentation skills.

Stakeholder Engagement

- Demonstrated ability to develop productive partnerships.
- Strong networking and relationship management skills.

Funding

- Experience preparing successful grant applications and funding proposals.

Personal Attributes

- Self-motivated and highly organised.
- Strong interpersonal skills.
- Professional judgement and integrity.
- Innovative and solutions-focused.
- Ability to work independently while supporting collaborative decision-making.

Desirable

- Knowledge of South Australia's agriculture sector.
- Understanding of grower groups and agricultural extension.
- Experience working with government-funded projects.
- Tertiary qualifications in agriculture, business, management, natural resource management or a related discipline.

Employment Conditions

Flexible working arrangements apply.

Regular intrastate travel is required.

Occasional overnight travel may be required.

An attractive (or competitive) salary commensurate with role requirements and candidate qualities and experience will be negotiated with the successful candidate.

Reasonable travel, communication and approved business expenses will be reimbursed.

Employment is subject to ongoing organisational funding.

The successful applicant must maintain confidentiality and uphold the values and reputation of Ag Excellence Alliance.

Travel expenses reimbursed at the approved Government rate.

Reasonable mobile phone, internet, and approved out-of-pocket expenses will be reimbursed.

Laptop computer supplied by Ag Excellence Alliance.

Performance Measures

Performance will be measured against:

Delivery of Strategic Plan objectives

Financial sustainability

Governance compliance

Successful delivery of funded projects

Stakeholder satisfaction

Growth in strategic partnerships

Funding secured

Organisational capability and team performance

Contribution to organisational visibility and advocacy outcomes