



*Working in partnership
with researchers and industry*

TEMPLATE: Job Description & Selection Criteria

Prepared by David Nissen and Associates on behalf of the Grower Group Alliance

Job Title : Executive Officer

Appointed by : Committee/Board

Accountable to : Committee/Board

Supervises : Staff (list or identify)

Major Functions :

(1.) Committee/Board & Secretariat Management

- Coordinate and manage all aspects of Secretariat (eg Meetings management, Agendas & Minutes, etc)
 - Act as Ex-Officio – non voting (and other roles as determined eg Treasurer/Secretary)
 - Establishes & uses appropriate Protocols
 - Coordinates the preparation of all Reports to Committee/Board
- Provide leadership in the development of organisational objectives, mission, goals, plans, budgets & Projects (ie. is advisor)
- Interfaces between Committee/Board and all staff
- Ensure all organizational members/Committee/staff follow the organisation's Protocols (eg. Governance systems)
- Coordinate & manage all Sub-Committees and activities (eg through delegation & Reporting)

(2.) Program, Project and Service Delivery

- Ensure the development and implementation of – Strategic Plans, Operational Plans, Project/s Plans & management, performance measures & budgets

- The efficient coordination, facilitation, and management of the organisation's activities & operations
- Takes responsibility, through management role, for all Projects and organisational objectives
- Makes recommendations, to Committee/Board as required (or as opportunities arise)
 - Analyse industry data, reports, etc
 - Communication with stakeholders
- Coordinate and manage all organisation "events" (eg field days, etc)

(3.) Financial Management

- Maintain and coordinate financial management protocols & practice
- Provide Committee Management meetings with financials too date or other Reports as required (or as established)
- Develop budgets for - the organisation, projects & organisational activities
- Review approved plans and budgets as required (eg Annual Report)
- Act as "Treasurer" and perform functions (ie. Committee elected position can be transferred to the EO – non voting)
- Identify potential sources of revenue (see also 6. below)
- Responsible for all Project/s "acquittals" (and final reports)

(4.) Staff Management

- Effectively manage all staff relations
- Establish & or maintain appropriate human resource management policy & practice
- Ensures staff have the necessary skills & attitudes
- Ensures staff appraisal and performance measurement is conducted
- Determines staffing requirements for all organisational Projects and activities
- Manages all Projects, through delegation (ie. reports to Committee/Board, etc)
- Ensure appropriate communication systems are in place, for all staff (eg staff meetings, Project reporting, etc)

(5.) Member, Community, and Public Relations

- Ensure the organization (objectives, Mission, Projects, etc) are consistently presented in a strong & positive manner, to all stakeholders
- Identify and articulate (through Projects & activities) the needs of Members, Sub Committees, 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
- Act as a spokesperson & ambassador for the organization
- Formally represents the organisation as required

- Develop appropriate - information, public relations & communication methodologies (eg newsletters, media releases, website, etc)

(6.) Accessing Funding

- Researches funding sources
- Establishes plans and methodologies for accessing Project funds
- Establishes plans and methodologies for accessing operational funding (eg EO costs, rent, etc)
- Coordinates and manages all submissions
- Identify further funding opportunities
 - a. Sponsorship
 - b. Sales & marketing (products/services)
 - c. Membership fees
 - d. Member subscriptions
 - e. Membership categories
 - f. Event management (ie. further paid events)

Skills and Competencies required :

Leadership and Management Skills –

- Ability and experience as leader
 - Setting direction
 - Motivating others
 - Influencing others
 - Leading groups
- Ability and experience with management (resources & finances, organisational objectives, etc)
- Ability and experience with managing staff
- Displays confidence
- Ability & experience in major decision making & problem solving
- Ability to achieve “outcomes/results”, on time & at budget
- Superior coordination skills (ie. time management, organised, systematic, etc)

Interpersonal & Communication Skills –

- High level of communication skills, at all levels within the industry and the wider community
- High level of negotiating & influencing skills
- High level of group facilitation/management skills

- High level of written communication skills & Report writing skills
- Maintains a customer service focus (including “internal customers”)
- Experience with communicating & managing staff
 - Ability with “team” management
- Experience with working with diversity
- Ability & experience with dispute resolution
- Marketing skills eg promoting – the organisation, outcomes/results, etc

Project Management Skills –

- High level of ability & experience with project management
- High level ability to manage sub-committees & project groups (stakeholders)
- Ability to interpret , analyse and evaluate research data and industry reports
- Proven ability in developing and implementing strategic & operational plans
- Ability to manage “change”
- Proven attention to detail

Financial Management Skills -

- Ability and experience with financial resource management (eg planning, budgeting, financial reporting [eg quarterly & annual reports])
- Submission writing ability & experience (and success)
- Uses appropriate financial management protocols

Decision Making & Problem Solving -

- High level of ability & experience with strategic decision making and problem solving
- Ability to facilitate decision making & problem solving
- Ability to efficiently select, gather, analyse and evaluate information to generate realistic options
- Ability to make timely decisions, to meet organisational objectives

Specialised Technical Skills/Knowledge –

- Eg desired Agricultural qualifications & skills (here)
- ??

Personal Attributes –

- Ability to work unsupervised
- Strong drive and motivation
- Ability to take an innovative approach
- Desire for continuous learning

- Ability to work with scarce resources
- Flexible & able to manage multiple tasks

Formal Qualifications :

Required qualifications include - ???

NOTE :

- ***Modify and suit to your requirements***
- ***Recruitment & selection should include Interview questions that identify the required skills & competencies (ie. prepare detailed Interview format)***

USES OF JOB DESCRIPTIONS

- As a specification for job advertising/recruitment
- As a framework for training
- As an indicator of supervisory status or reporting relationships
- as a specification of financial and other authorities
- as a guide to personal development and career planning
- as a reference source for job evaluation
- may be required as evidence in industrial disputes or other litigation
- as a testimonial (useful addition to cv)
- As a check list for performance appraisal by both the job holder and supervisor