

POSITION DESCRIPTION



Executive Officer

Holbrook Landcare Network (HLN) 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, supported by a dynamic professional Board. HLN 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 achieve improvement in productivity and natural resource outcomes.

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

Are you right for us?

We are looking for passion for agriculture, natural resources and engagement with a wide range of people including industry, government and community. HLN seeks to highlight the importance of producer networks driving change in practice and proving to potential funders that we are the right organisation for investment. The position could be consolidating your experience and using your existing networks in this or a related field. It also could be great for an emerging leader looking to make a mark. If you are looking for a challenge, variety and flexibility in your workplace, and the opportunity to grow your skills and experience this could be for you.

Position Title:	Executive Officer
Salary Range:	\$85,000 - \$105,000 per annum gross salary & superannuation
Work Location:	Holbrook office, 128 Albury Street
Usual hours of Work:	Full Time (Negotiable)
Tenure:	Ongoing
Requirements:	Own car and current drivers' licence
Further Information:	Kylie Durant
Phone:	0418198522
Position Reports to:	Holbrook Landcare Network Board Chair

About HLN

Holbrook Landcare Network is a producer organisation with a thirty-year history of managing sustainable agriculture and natural resource management projects. in the high rainfall mixed farming zone of southern NSW.

Our Values:

- We exist for our members who take great pride and pleasure in our landscape, our community and our contribution
- We are an organisation with robust governance and systems, ready to partner with like-minded organisations who wish to invest in our environment, productivity and networks
- We are a significant, nationally recognised, producer organisation at the forefront of participatory research and demonstration with extensive networks and strong partnerships
- We are an efficient and trusted point of contact and a key link between farmers and other land managers and researchers, agribusiness, agencies, investors and consultants.
- We create a huge voluntary uptake of environmental works and sustainable agricultural practices
- We have a strong reputation for working with farmers, through forging and maintaining a culture of innovation and care for the land

Read more <https://holbrooklandcare.org.au/about-us/>

Key Accountabilities

1. Lead and manage the Holbrook Landcare Network reporting to the Chair and Board.
2. Negotiate, initiate, and co-develop new funded projects with a range of partners and investors.
3. Engage, maintain and build relationships with members, partners and investors and enhance services to members.
4. Maintain a positive innovative workplace culture, communicating, developing and bring out the best in the HLN team.
5. Ensure a high-standard of governance and management including Board reporting, budgeting, finance and risk management and business operations.
6. Synthesize, integrate and communicate complex information at a high level of expertise and clarity to farmers, scientific and industry audiences through written publications and oral presentations.

Key Selection Criteria

1. Ability to identify and attract funding and to implement suitable funding management under contracts that are robust and protect the interests of Holbrook Landcare Network.
2. Proven ability to establish and maintain productive working relationships with a wide range of potential partners and collaborators.
3. Display positive entrepreneurial attitude to developing new ideas and ways of doing business into the future.
4. Experience in undertaking strategic planning and leading the design, development and coordination of projects.
5. Demonstrated leadership capacity to support the Board and staff and maintain a productive and positive workplace culture.
6. Demonstrated management ability in the following areas; projects, communications, business, finance, WH&S and governance systems.
7. Highly desirable is a qualification and/or high level experience in the agricultural and/or natural resource management industry.

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.
- The position will involve some travel around the region, across NSW and interstate, overnight stays will be required on occasion

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:

- Driving.
- Sedentary desk work.
- Manual handling.

Pre-employment Screening

The position has :

- High-level decision-making responsibilities
- High degree of responsibility over confidential information
- High level financial responsibility

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

More information

Please contact Kylie Durant (Holbrook Landcare Network) 0418198522

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 three referees, which should include a current or recent employer or supervisor.

Apply to office@holbrooklandcare.org.au or to 128 (PO Box 121) Albury St Holbrook

Due: 11pm 22nd March 2020