

## POSITION DESCRIPTION – EXECUTIVE OFFICER

### Organisation Overview

#### **About Holbrook Landcare Network (HLN)**

Holbrook Landcare Network is a Not for Profit community network based in southern NSW. It is a highly regarded and vibrant rural organization, with a thirty year history of managing sustainable agriculture and natural resource management projects.

#### **HLN's vision:**

An economically and socially resilient rural community demonstrating strong environmental stewardship

#### **HLN's mission:**

We exist to support our rural community to achieve positive and enduring changes in agricultural productivity, environmental sustainability and social capacity in the region

#### **HLN's organisational goal:**

To be a dynamic, member driven, nationally recognised, financially stable organisation that creates opportunities to improve natural resource and sustainable agriculture outcomes in the high rainfall mixed farming zone of southern NSW

#### **The Values of HLN:**

- 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

HLN largely sources funding through the delivery of projects with expected milestones and outcomes. In recent years project funding sources have been drawn from National and State government, industry organisations, research and development organisations, corporate and philanthropic sources.

Projects are undertaken at the local and regional scales and include research, development, demonstration, training, information extension and on-ground projects for sustainable agriculture and natural resource management. Projects often involve working closely with a range of partners and collaborators.

<b>Position Details</b>	
<b>Employment Status</b>	Full time - 37.5hrs per week (negotiable)
<b>Tenure</b>	Ongoing
<b>Location</b>	Working from Holbrook office, 128 Albury Street
<b>Salary</b>	\$85,000-\$95,000 per annum gross salary plus superannuation
<b>Requirements</b>	Own vehicle: Remuneration at current tax rate/km will be made
<p>The Executive Officer position reports directly to the Holbrook Landcare Network Chairperson and Board of Directors and conducts the business of HLN in accordance with the policies and established procedures, various legal agreements and statutory requirements of the organisation as a registered public company.</p> <p>The role of Executive Officer is to provide leadership and direction to HLN towards the achievement of its mission, strategic goals and objectives in delivering value to members and stakeholders and to be the primary spokesperson for the organisation.</p> <p>The position is responsible for the management of human resources, finance, stakeholder and partner collaboration, community engagement, project development and the attraction of funding. It is supported internally with project operations management and administrative staff.</p> <p>The position will be working across agriculture and natural resource management issues and their interface at the paddock, farm, catchment and regional scales. The primary agriculture focus is related to the beef, sheep and grains industries and the natural resource focus includes soil, water and biodiversity. Returning benefit to the public, including HLN members and the wider community is a key driver.</p>	

<b>Key Duties and Accountabilities</b>
<p><b>Strategic Direction</b></p> <ul style="list-style-type: none"> <li>• Work with the Board in the development and delivery of strategies which deliver on the mission and vision of HLN</li> <li>• Ensure HLN continues to address its strategic goals and that processes are in place to achieve and monitor this</li> </ul> <p><b>Board Administration and Support</b></p> <ul style="list-style-type: none"> <li>• Support the operations and administration of the Board</li> <li>• Report regularly to the Board and ensure the Board can meet its governance obligations</li> <li>• Provide a relevant interface between Board and staff</li> </ul> <p><b>Community and Public Relations</b></p> <ul style="list-style-type: none"> <li>• Ensure close connection to the HLN community with a focus on service delivery and benefits to members</li> <li>• Actively advocate for HLN, its beliefs and its programs</li> <li>• Manage, in consultation with the Chair, all aspects of publicity, public relations and community awareness and be a primary spokesperson for HLN</li> <li>• Manage and maintain the reputation of HLN</li> </ul> <p><b>Partnership Relationships</b></p> <ul style="list-style-type: none"> <li>• Build and maintain relationships with corporate partners and funding bodies and ensure HLN remains 'Top of mind'</li> </ul>

**Business Management**

- Be responsible for the sound business operation of the organisation including business growth, resilience and resourcing
- Ensure maintenance of professional standards at all levels.
- Ensure appropriate governance including staff and board policies and procedures/guidelines
- Ongoing systems maintenance and development

**Human Resource Management**

- Provide leadership to ensure a committed, motivated, skilled and effective team
- Maintain a positive workplace culture
- Ensure effective and transparent communication with staff
- Lead and be responsible for staff recruitment, assessment, development, retention and succession planning, according to HLN policies and procedures which fully conform to current laws and regulations
- Develop and uphold workplace health and safety practices guidelines and ensure that staff adopt a proactive health and safety culture

**Financial, Compliance, and Risk Management**

- Oversee development of an annual organisational budget and project budgets consistent with the operating and strategic plans for Board approval
- Prudently manage the organisation's resources within those budget guidelines according to current laws and regulations to ensure compliance
- Oversee decisions on risk management issues that directly impact the strategic direction of the organisation

**Project Management**

- Oversee the design, delivery, analysis and evaluation of a range of research, communication and on-ground programs and projects
- This includes the identification of needs, initiation and development of projects and proposals, the application process and the securing of contracts
- With support staff, oversee the project activities and coordination across projects, to ensure HLN meets its obligations and achieves project outcomes and strategic goals

**Be Entrepreneurial**

- Develop and implement innovative approaches to securing funds and conducting business
- Develop new initiatives which add value to HLN's offer to its members
- Adapt successful strategies from other industries and sectors to apply to the Landcare context
- Engage with non-traditional partners where their strategic direction and values aligns with HLN's

**Additional Information**

- Flexibility in working hours may be required at times to attend meetings and work on activities outside of normal work hours
- The position will involve some travel around the region, across NSW and interstate, overnight stays will be required on occasion
- 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 kilometer basis in line with current Australian Tax Office recommended rates