



Position Description

Executive Officer

Farmsafe WA Alliance

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| Title of this position | Executive Officer |
| Organisation | Farmsafe WA Alliance |
| Location | 100 Bougainvillea Avenue, Forrestfield |
| Supervisor's Title | Chairman |
| Supervisor's Name | Tony Hiscock |
| Date prepared | 23 rd September 2009 |

Position Purpose

The Executive Officer provides advice to Farmsafe WA Committee pertinent to strategic directions and is responsible to Farmsafe WA for the management and development of the staff and associated operations and resources in support of organisational objectives relating to Farmsafe WA and contractual requirements of funding bodies.

The Executive Officer reports on a range of matters including (but not restricted to):

- Strategic planning for Farmsafe WA Alliance
- Coordination, delivery and progression of projects
- The meeting of contractual requirements, including financial management, relating to all projects, ensuring correct sign off of all documents including financial reports to the committee and funding bodies
- Applications for funding and sourcing of sponsorship opportunities
- Any other matter the Committee of Farmsafe WA Alliance Inc determines as relevant.

Core Activities

1. Organisational Development

The Executive Officer (EO) is required to implement decisions made by the committee as well as provide advice on strategic developments and directions and develops Farmsafe WA Alliance strategic plan for committee approval. The incumbent develops internal standards and performance indicators for projects, and monitors and appraises staff performance against those measures.

The EO is also required to participate in other relevant committees and develops partnerships with others to promote strategic goals. It is also vital that the EO liaises with and develop partnerships with a range of funding organisations, and identifies new sources of funding in order to maximise and maintain organisational resources and operations pertinent to the objectives of Farmsafe WA Alliance.

It is also vital that policies and procedures are developed and maintained for the effective management and general operation of the organisation.

2. Project Management

The EO is required to effectively manage and accountably complete funded projects, and all associated resources. Verbal/written reports on a regular basis are also to be provided on the progress of projects and general operations to the committee and funding bodies.

Applications for funding are to be written by the EO in order to progress the organisation and to conduct projects/activities – often based on the research and directions from the Australian Centre for Agricultural Health and Safety and the Farmsafe WA Alliance Strategic Plan. This also involves the generation of new ideas and the formation of partnerships to increase the reach and scope of activities.

The EO is also required to monitor funding agencies' requirements and ensure all reporting, financial and other contractual requirements of funding bodies are met.

3. Financial Management

As well as obtaining funding and ensuring there is adequate cash flow through budgeting, the EO facilitates annual audit of all operations in collaboration with the Administration Officer and Accountant.

4. HR Management

As part of this role, the EO is required to recruit, manage, develop and appraise all staff as well as arrange appropriate training and induction for staff and committee as required.

5. Membership

Periodic membership drives are required to be delivered by the Administration Officer under the guidance of the Executive Officer. This involves a combination of direct mail, emailing and advertising. Database management and maintenance also forms part of this task. Active recruitment of members to sit on the Farmsafe WA Alliance committee.

Explanatory Statement

Farmsafe WA Alliance is an independent, not-for-profit, non-government organisations encouraging and leading the way to safer farming. The organisation is comprised of a small working team as well as a committee of volunteers from farming, community and industry groups.

Our mission is: *In partnership with the WA farming community, Farmsafe WA Alliance will identify health and safety issues, provide knowledge and motivation to develop strategies and help find solutions for improved work practices and lifestyles.*

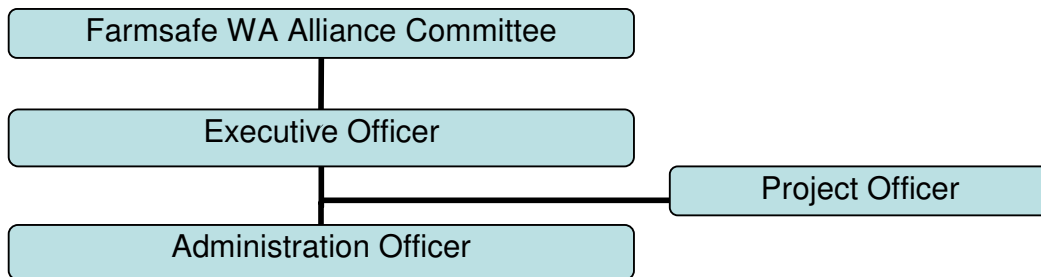
One of our strengths is that we are able to reach a wide audience throughout the state through the support of various organisations and individuals.

Farmsafe WA is involved in developing and coordinating a number of programs relating to farm occupational health and safety as well as injury prevention in rural communities. Programs we have previously been involved with and/or currently run include child safety on farms, noise injury prevention, occupational health and safety on the farm, injury prevention, agricultural machinery and four-wheel motorbike safety.

The organisation closely follows a strategic plan that provides guidance for the coordination and delivery of programs that fit within this plan. The profile of Farmsafe WA Alliance continues to grow, with 2009 being the 15th year the organisation has been in operation.

Reporting Relationships

The diagram below illustrates the organisational structure.



Principal Contacts of this Position

| Who | For What Reason |
|---|---|
| Management Committee | Organisational development and planning in accordance with strategic plan. Financial management and adherence to contractual obligations. |
| Outsourced resources | Meet funding requirements as well as organisational management. |
| External Suppliers/Service Providers | Assist active recruitment of financial and committee members. Delivery of information and resources to relevant parties. |
| Government agencies/Non-Government Organisation's | Source information, provide information, ensure contractual obligations adhered to and provide quality customer service. |
| Community/Farmers | Understanding priority issues, concerns and needs. |

Ideal Incumbent Specification

Required Education and Experience

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|------------------------------------|--|
| Education Qualifications | <ol style="list-style-type: none"> 1. Tertiary education in desired field 2. Minimum 2 years management experience 3. Have strong communication and interpersonal skills 4. Have a good knowledge of the agricultural industry and agribusiness 5. Be highly motivated and autonomous 6. Have good commercial business skills, e.g. cashflows, budgets, reconciliations etc. |
| Experience & Background | <ol style="list-style-type: none"> 1. Needs to have experience and an understanding of managing a small organisation, particularly not-for-profit 2. Experience with tendering for funding and dealing with government bodies 3. Has a high level of understanding and knowledge of customer service requirements. |

Required Business Skills

Select the specific skill-set and required level of skill from the drop-down list

Commercial Skills

Contract Negotiation
Budgeting/Financial Management
Commercial Customer Relations
Marketing Sales
Procurement

Level

Working Knowledge
Expert Skills
Expert Skills
Working Knowledge
Broad Familiarity

Project Management
Business Analysis
Networking & Communications
Internet Communications

Level

Expert Skills
Broad Familiarity
Expert Skills
Broad Familiarity

Business Support Skills

Public relations
Government Relations

Level

Expert Skills
Working Knowledge

EHS Skills

Safety Management
Human Resources Planning

Level

Working Knowledge
Working Knowledge

Success Factor Capabilities

Select the required behaviours and levels needed to successfully perform this role. For definitions of the listed Success Factors, double-click on the following icon:

Success Factor

Communication
Customer Focus
Initiative
Drive for Change
Learning Orientation
Establishing Vision and Direction
Tough Decisions

Level

Critical
Critical
Critical
Critical
Required
Critical
Required

Success Factor

Self-confidence
Tenacity
Attention to Detail
Professionalism
Out-of-the-Box Thinking
Forward Thinking
Managing External Relationships

Level

Critical
Required
Required
Critical
Critical
Critical
Critical