

POSITION DESCRIPTION
CHIEF EXECUTIVE OFFICER
CATTLE COUNCIL OF AUSTRALIA

December 2012

Cattle Council of Australia was established in July 1979, bringing together for the first time in a single organisation all farmer organisations whose members had beef cattle enterprises. The mission of the Cattle Council is to represent and progress the interests of Australian beef cattle producers.

Cattle Council is in the process of finalising the national strategy for the grass-fed beef sector and is currently implementing a transitional process to secure additional funding sources as well as a wider representative structure. The Chief Executive Officer (CEO) will be required to guide the organisation through this transitional period and beyond. The CEO will be based in Canberra and be responsible to report to the President and the Board of Cattle Council of Australia Inc. The role entails significant domestic travel and some international travel.

RELEVANT EXPERIENCE

- Proven track record in supporting a high-level Board, committee processes & managing sensitive material
- Experience in strategic planning, change management and leadership
- Highly developed written and verbal communication, negotiation and influencing skills, including high-level media engagement experience
- Sound project management skills
- Proven experience managing an organisations finances and a strong understanding of corporate governance requirements
- Possess a tertiary-level qualification, preferably in a field relevant to agriculture
- Experience in the beef cattle industry is desirable, with knowledge of related industry sectors also an advantage, but not essential

PRIME RESPONSIBILITIES

1. Ensuring that all Council policies and decisions are implemented and reasonable action is taken in a timely and effective manner;
2. Ensuring that the Council's human, physical and financial resources are effectively managed and services are provided efficiently and in a manner which meets the Board and members expectations;
3. Working closely with the Council and industry stakeholders to develop, communicate and implement the overall strategic plan for the industry and business plans for the organisation;
4. Regular media engagement, including television, print and radio;

5. Represent the cattle-producing sector at meetings with Members of Parliament, Federal Government agencies and industry bodies both in Australia and overseas;
6. Oversee the day-to-day operations of the Canberra-based secretariat;
7. Maintaining regular communication with Cattle Council's Board and Councillors, membership and other industry stakeholders; and
8. Ensuring timely preparation of agendas for, and clear minutes and actions from regular board and Council meetings.

ISSUES

Cattle Council is regularly involved with the following issues:

- Animal Health and Welfare
- Food Safety and product integrity
- Trade and Market Access
- Industry Levies
- Environment
- Marketing Promotion and R&D, particularly through Meat and Livestock Australia
- Industry Standards
- Livestock exports
- Strategic and Business Planning

BODIES AND AGENCIES

Cattle Council regularly works with the following organisations:

- National Farmers' Federation
- State Producer Organisations
- Red Meat Advisory Council
- Meat and Livestock Australia
- Animal Health Australia
- National Residue Survey
- Politicians and Government Departments (Agriculture, Fisheries and Forestry Australia and its agencies; Department of Foreign Affairs and Trade)
- International Beef Organisations
- Processing Sector (Australian Meat Industry Council, Australian Meat Processor Corporation)
- Live Export Sector (Australian Live Exporters' Council and LiveCorp Limited)
- Lot Feeding Sector (Australian Lot Feeders' Association)
- Sheepmeat Sector (Sheepmeat Council of Australia)
- AUS-MEAT

Applicants are advised to obtain the Duty Statement, available by telephoning (02) 6269-5600 or emailing cca@cattlecouncil.com.au

Applications should be marked *Confidential* and addressed to Debbie Frater, Office Manager, Cattle Council of Australia, PO Box E10, Kingston ACT 2604. Applications in Microsoft Word or PDF can be emailed.

Applications close: Thursday 20 December 2012