



POLICY DIRECTOR

Sheepmeat Council of Australia is the peak body representing the interests of Australia's sheepmeat producers at the national level with working relationships across industry, States, Territories and governments.

SCA is seeking a Policy Director to join their small, Canberra based team. The successful applicant will possess sound communication and policy development skills. This is a senior role within the organisation which will incorporate some management responsibilities. You will be expected to carry principle policy responsibility for the following areas:

- Animal health, animal welfare, biosecurity and traceability; and
- Research, development and adoption.

You will also undertake some ad hoc policy work.

Salary is negotiable based on skills and experience.

Applicants should address the Duty Statement and Selection Criteria, available from the www.sheepmeatcouncil.com.au, Sheepmeat Council Office on (02) 62695610 or emailing sca@sheepmeatcouncil.com.au.

Applications close 9am on Wednesday 6 April and should be sent to: sca@sheepmeatcouncil.com.au or Chief Executive Officer, Sheepmeat Council of Australia, Locked Bag 9, Kingston, ACT 2604.

DUTY STATEMENT AND SELECTION CRITERIA: SCA POLICY DIRECTOR

The Company

The Sheepmeat Council of Australia (SCA) was formed in 1979 and is the peak national body that represents and promotes the interests of lamb and sheepmeat producers in Australia. Our core business is policy development and lobbying.

Sheepmeat Council's key role is scrutinising the performance of and setting the strategic imperatives to be pursued by levy funded bodies, in particular, Meat & Livestock Australia (MLA), Animal Health Australia (AHA) and the National Residue Survey (NRS), and ensuring these are consistent with the Sheepmeat Industry Strategic Plan.

The organisation is based in Canberra and employs four full time staff.

This position is a Canberra-based position that would suit an experienced manager.

Role Purpose

This is a senior role within the organisation which will incorporate some management responsibilities. It may require the ability to act for the Chief Executive Officer when they are unavailable, as well as the ability to cover ad hoc sheep industry policy issues.

In addition you will be expected to carry principle policy responsibility for the following areas:

- Animal health, animal welfare, biosecurity and traceability; and
- Research, development and adoption.

You will also be expected to respond to media inquiries.

Reporting Relationships

The Policy Director reports to the Chief Executive Officer.

Position Responsibilities

- General oversight of policy.
- Assume leadership and accountability for the management of SCA's involvement in projects and committees relevant to your portfolio responsibilities.
- Assist the CEO with management responsibilities.
- Research and prepare draft responses, submissions, briefing papers and correspondence for SCA.
- Act as Secretariat for SCA's Animal Health and Welfare and Research and Development Subcommittees.
- Lead, coordinate and present on relevant policy issues and projects to SCA Council meetings, to facilitate the development of sound SCA policy.
- Assist in strategic planning and implementation strategies for SCA and the broader sheep industry.
- A leadership role in building, maintaining and growing strong professional working relationships with stakeholders - including producers, government and members.
- Manage and coordinate SCA's Emergency Animal Disease (EAD) preparedness.
- Prepare reports and other documentation for submission to AHA, the Australian Government, MLA, NRS and other relevant organisations to meet SCA's obligations under contracts and MoU's.

Selection Criteria

The successful candidate will:

- Have strong policy development skills with a demonstrated ability to research, analyse and prepare accurate advice on complex issues.
- Have some management experience.
- Have critical interpersonal and communications skills to manage stakeholder relations and represent and negotiate on behalf of the Council at meetings.
- Have project management skills with the ability to deliver results against tight deadlines and prioritise work in a changing environment.
- Be able to work independently and be adaptable to operate within a small staff environment..

Experience in communicating through the media, both electronic and print would be an advantage.

Qualifications/Special requirements

Relevant tertiary qualification(s)

Policy development experience

Experience in a representative organisation preferable but not essential

Further information

For general information regarding your application and the process please contact:

Telephone: 02 62695610

Email: sca@sheepmeatcouncil.com.au

Please email your application which addresses the selection criteria by 9am 6 April 2016 to sca@sheepmeatcouncil.com.au or post it to:

**Chief Executive Officer
Sheepmeat Council of Australia
Locked Bag 9
Kingston ACT 2604**