



Expression of Interest

12 Month Temporary Position: Regional Manager – Central Queensland

Expressions of interest are invited from internal applicants of AgForce Queensland to fill a temporary position as Regional Manager – AgForce Central Queensland.

The applicant will be expected to reside in the Emerald or Rockhampton areas and conduct operations from a home office location. The position must be filled by Monday 29 January 2018.

If you would like to be considered for this role please submit your expression of interest in writing, outlining your skill set, experience and capacity to fill this position on a temporary basis.

Applications should be submitted to GrahamG@agforceqld.org.au by Friday 12 January 2018.

Current Position description follows.

1. Reporting arrangements

The Regional Manager – Central Queensland reports to the Business Partner Relationship Manager and ultimately to the Chief Executive Officer (CEO). Financial matters are reported to the Financial Controller. The position also works collaboratively with the relevant Regional Chair and Regional Executive.

2. Position summary

The role of a Regional Manager is to promote AgForce, service existing members, recruit new members, liaise with community/other groups within regions, and advise relevant management of issues and policy direction affecting your region, along with assisting members with policy enquiries.

The Regional Manager – Central Queensland, services members in the Central Queensland area.

3. Key duties and responsibilities

- Work collaboratively with the Regional Chair and the Regional Executive to support members and their broadacre industries and assist with secretariat services
- Service the needs of existing members and actively participates in the recruitment of new members
- Provide members with current information relating to general AgForce policy issues and relevant commodity matters
- When required, provide research to relevant policy staff to support AgForce policy direction, specific to your region
- Advise relevant management of emerging and/or contentious regional, general policy and commodity issues
- Identify and analyse current and future trends affecting rural industry in your region and develop options for addressing these issues
- Coordinate and provide support to a range of activities, including regional meetings and conferences, branch meetings, property visits and ministerial tours
- Develop relationships and liaise with government and other agencies, including industry groups, small business, Local Government, community organisations, local media and the general public, while representing and promoting AgForce
- Consult with member, public and private sector bodies to ensure a clear understanding of issues and clear enunciation of AgForce policies

- Explore sponsorship opportunities for AgForce in your region (in consultation with the Business Partner Relationship Manager) and promote the commercial benefits of AgForce membership to existing and potential members and sponsors
- Undertake projects as required
- Manage the day-to-day requirements for the efficient running of the regional office
- Manage the regional budget as directed by the Financial Controller
- Other duties as directed by the Business Partner Relationship Manager, AgForce

4. Relationships

- Extensive interaction with other regional staff, elected positions and the Business Partner Relationship Manager
- Close interaction with media, communications and policy teams as well as membership and stakeholders in the Central Queensland Region

5. Authority and accountability

- No authority to make any public comments on behalf of the organisation or commit AgForce to any legal and binding contracts. A degree of autonomy is involved in this position with reference to the CEO for any matters other than day-to-day operations.

6. Selection criteria

****Essential that this be addressed in order for an application to be considered****

i. Skills, abilities and knowledge

- Demonstrated high level written and oral skills, including consultation and negotiation
- Ability to build successful relationships with a wide range of people including members, elected representatives, other rural producers, government officials, industry representatives, the media and general public.
- Demonstrated knowledge and understanding of issues affecting broadacre industries at regional, state and national level.
- Demonstrated ability to coordinate a range of activities and resources of varying complexity and scope within a tight timeframe.
- Affinity with rural producers and rural communities.
- Demonstrated skills in managing projects, reporting and planning.
- Demonstrated computer literacy and administration skills.

ii. Personal qualities

- Excellent interpersonal skills
- Ability to work autonomously
- Strong sense of initiative
- Confidentiality and integrity
- Flexibility
- Ability to act intuitively

iii. Additional Information

- Full-time AgForce Regional Managers are currently located in Longreach, Roma, Toowoomba, Townsville and Charleville
- A fully maintained company vehicle for business is provided and Regional Managers must maintain a current Queensland Class C (manual) driver's license
- The hours of work are flexible and will require some night and weekend work, with a minimum of 76 hours/fortnight
- It is estimated that at least 50% of work time will be spent out of office liaising with and servicing the needs of members, attending branch meetings and representing AgForce at events/activities
- Regional Managers may be required to assist staff in other regions and Brisbane office