



NORTHERN TERRITORY LIVESTOCK EXPORTERS ASSOCIATION INC.

EXECUTIVE OFFICER JOB DESCRIPTION

Job Title: Executive Officer
Responsible to: NTLEA Inc. Board and Members

Primary Objective

Provide high-level leadership and management for the Association ensuring industry engagement, stakeholder consultation and strategic communications contributing to the development the Northern Territory Livestock Exporters Association Inc and delivery of its services.

Background

NTLEA has been representing the NT livestock export industry since 1980 successfully contributing to developing an industry that now exports 450,000 head of livestock per annum assisting with the creation of a multi-million dollar livestock industry in the Territory. While the members are livestock exporters, support is provided to all the service sectors including government to ensure the continued industry's growth and development.

Key Responsibilities

1. Provide leadership on strategic industry development with the engagement of members and stakeholders promoting the key mission and vision of the Association, growing a sustainable industry representative Association
2. Build the Association's membership providing value-added services and manage the business of the Association including reporting to the Associations board
3. Develop and maintain excellent collaborative working relationships and partnerships with Northern Territory Government, Commonwealth Government, industry associations, businesses and community to represent and advocate the Associations priorities and objectives
4. Engage a coordinated communication strategy including social media with all its key stakeholders in media, government and industry sectors
5. Represent the Association at industry and government forums, committees, consultations, workshops and conferences throughout the Northern Territory, interstate and in international markets
6. Manage the contracted operations of the Berrimah Export Yards
7. Prepare high level reports, submissions and briefing notes on strategy development and operations contributing to the growth of the NT livestock industry



Selection Criteria

Essential:

1. High level ability in leadership providing advocacy, guidance and strategy to maximize the long term opportunities of the NT livestock export industry
2. Demonstrated corporate governance ability in managing and operating an association regarding its constitutional requirements, financial and membership management, and understanding of the regulatory environment within which the Association and industry operates
3. Demonstrated resource management skills in a small office environment with ability to think laterally and strategically to develop and implement collaborative programs and outcomes
4. Proven ability to develop and present messages confidently in a clear and articulate manner through a range of mediums to Ministers, Industry Leaders and media and with the ability to listen to stakeholder's views, anticipate reactions and manage conflict
5. High level organisational and interpersonal skills including the ability to communicate industry and technical information, proven negotiation skills with a strong client focus and demonstrated experience providing high level advice to stakeholders
6. High degree of awareness, understanding and sensitivity to the political, social and economic environment within which this association operates
7. Proven ability to interact positively and effectively with people of different cultures and backgrounds in a wide range of environments.
8. Current vehicle driver's license.

Desirable:

1. Relevant tertiary qualifications and substantial industry experience
2. Experience and knowledge of issues facing the Australian livestock export industry

References:

1. Provide at least two current referee's to substantiate claims to the selection criteria and character.
2. Provide documentation validating claims to the selection criteria.

Further Information:

The Chair, NTLEA GPO Box 3531, Darwin NT 0801

Email: chair@ntlea.com.au

Vacancy Closes: 18 April 2018