

**Position Title:** Executive Officer

## **Body of ad**

### **About the role**

The Australian Livestock Markets Association is looking for an Executive Officer Contractor to join the committee. The Executive Officer will work with the president and Board to deliver strategic objectives. The role organises and, or participates in high level committees, meetings and forums related to the red meat industry and to the Australian livestock saleyards industry in particular.

### **Key responsibilities include:**

- Operate with a high level of autonomy, accountable for formulating advice and high-level communication reflective of Board's intent.
- Manage The Australian Livestock Markets Association's records and correspondence, general coordination of tasks, proactively scheduling, organising and prioritising meetings and oversight of employees/contractors for the effective and efficient operation of the Australian Livestock Markets Association.
- Develop for approval the Association's position/standpoint on saleyards sustainability, animal welfare, National livestock identification system (NLIS) and other emerging saleyards related issues.
- Act as a point of contact for the President, liaise with stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines.
- Develop and maintain effective working relations with red meat and pork industry related stakeholders by representing the association on committees, events, and forums.
- Maintain a high level of knowledge of government priorities, policies and practices.
- Undertake high-level analysis, integration and synthesis of information from a range of internal and external sources to provide the Board via the President with strategic, timely advice on complex and sensitive matters relating to the Australian Livestock Markets Association's members.
- Research and prepare strategic advice, information, and reports on corporate policy, planning and operational matters to facilitate informed decision making and planning.
- Lead and/or contribute to projects, including an annual conference to support the achievement or organisation level strategic and operational objectives.
- Management of monthly expenses with proactive reports to the Board via the Treasurer.
- Identify and acquire appropriate grant funding and other sources of income.

### **Ideally the successful candidate will have:**

- Demonstrated high level of experience in the field of primary production, particularly livestock.
- High level of understanding of corporate governance issues and risk management
- Comprehensive experience working in financial management and reporting
- Experience using management accounting and cost recovery systems
- Relevant tertiary qualification in Business or Management would be highly regarded
- Relevant qualification in livestock production and management would be highly regarded

### **Who we are**

The Australian Livestock Markets Association is the national body representing and advocating for the Australian Livestock Markets (Saleyards) industry. The Australian Livestock Markets Association is managed and governed by a board of directors on a pro bono basis.

### **How to apply**

If this sounds like the job for you, please apply today. For confidential enquiries please contact our People and Culture Team by phone: 07 3153 8836 or email: [careers@aamig.com.au](mailto:careers@aamig.com.au)