



Executive Officer

Position Description

1. Organisation

Blackwood Biosecurity Inc. (BBI)

2. Position Title

Executive Officer

3. Location

3.1 Head office address – 104 Hampton Street, Bridgetown WA 6255

3.2 Our operational area covers the local government authorities of the Shires of Bridgetown-Greenbushes, Boyup Brook, West Arthur and lower portion of Donnybrook-Balingup - Balingup, Mullalyup, Grimwade, Southampton and Wilga West .

4. Type of Employment

4.1 Part Time Fixed Term – 0.8FTE (30 hours per week);

4.2 12-month fixed term contract, with possible extension based on performance and funding;

4.3 Flexible working arrangements are available.

5. Reporting Relationships

5.1 The position reports to the Chair of the Management Committee

5.2 The position is reported to by the BBI employees

6. The Organisation

BBI is a not-for-profit community group, governed by a voluntary committee of landholders from the BBI Operational Area. BBI reports to the Department of Primary Industries and Regional Development, being its main funding body.

BBI is a recognised biosecurity group for the purposes of Section 169 of the Biosecurity and Agriculture Management Act 2007. The Act is currently under review.

BBI assists landholders in the management of declared animal and weed pests in the region.

7. Position Context

The role of Executive Officer is to provide executive support to the Management Committee. The role will focus on the management and operational requirements of BBI's projects. Care and attention to detail is paramount.

Key working relationships will be with the Chair of the Management Committee and BBI's Operations Manager, Operations Officer and Administration, Communications and Events (ACE) Officer.

The Executive Officer role requires balancing multiple, often simultaneous activities, and the ability to constantly re-prioritise to help deliver the strategic goals of the organisation.

It requires a high level of professionalism, strong interpersonal, community engagement and communication skills and the ability to support and work in a dynamic and forward-thinking environment.

8. Duties

- 8.1 Provide executive support, and strategic advice to the BBI Management Committee
- 8.2 Report to and submit annual funding applications to the Department of Primary Industries and Regional Development when required.
- 8.3 Review annual Operational Plan and Budget in keeping with the organisations Strategic Community Plan
- 8.4 Plan, coordinate and attend monthly Management Committee meetings, and additional meetings as required
- 8.5 Identify 'other' funding opportunities and preparation of funding submissions if required
- 8.6 Coordinate and manage all aspects of administration and financial management of BBI
- 8.7 Manage, recruit, orientate, support and train BBI staff in collaboration with the Operations Manager where applicable;
- 8.8 Manage stakeholder engagement, public relations, promotions, community engagement, and communications
- 8.9 Build partnerships and maintain working relationships with local government, state government, industry and businesses to ensure a coordinated declared pest management approach;
- 8.10 Represent BBI to government, businesses and community;
- 8.11 Work with the team to :
 - respond to landholder concerns and enquiries;
 - run workshops and information sessions; and
 - prepare documents, letters and media releases.

9. Accountabilities

- 9.1 Know who key stakeholders are and understand BBI's aims and objectives;
- 9.2 Discretion and confidentiality;
- 9.3 Behave in a manner that is trustworthy, hardworking, with a strong work ethic; and
- 9.4 Be proactive and self-motivated.

10. Authority Levels

- 10.1 Financial: \$2,000 per item

11. Selection Criteria

11.1 Essential

- 11.1.1 Minimum two years' experience in a leadership, management or executive role;
- 11.1.2 Effective community engagement, negotiation and communications skills with the ability to work confidently with a broad range of stakeholders;
- 11.1.3 Flexibility and adaptability, good initiative and problem-solving skills, with an ability to work with minimal supervision;
- 11.1.4 High attention to detail, plus planning, organisational, time management and goal setting skills, with the ability to work to deadlines;
- 11.1.5 Public relations, community engagement and interpersonal skills;
- 11.1.6 High level of written communication skills, agenda and report writing

- 11.1.7 Experience in financial management, budget preparation and monitoring;
- 11.1.8 Well-developed skills in writing, submitting and acquitting funding applications

11.2 **Desirable**

- 11.2.1 Experience working in and/or knowledge of the environmental or agricultural industry;
- 11.2.2 Public speaking and presentation experience;

Acceptance of Position Description

I agree to abide by the duties, responsibilities and other requirements of the Executive Officer position, as detailed in this Position Description.

I acknowledge that I have read this Position Description in its entirety, and fully understand all clauses.

Employee

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Signature of Employee

...../...../20.....
Date

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Print Name