



POSITION DESCRIPTION: RICE INDUSTRY LEADERSHIP PROJECT COORDINATOR

Employment status: Part-time (2 days per week) contract to 30 October 2020.

Location: Leeton, Deniliquin or nearby location – opportunity to work remotely for the right candidate.

Remuneration: \$30,000 per annum plus superannuation, laptop and phone.

Travel and after business hours attendance at meetings and events is required.

The Ricegrowers' Association of Australia (RGA)

The RGA is the collective voice of rice growers in Australia. The RGA represents the interests of around 1200 voluntary members. The main objective of the RGA is to provide members with strong and effective representation on issues affecting the viability of their businesses, their communities and their industry.

The RGA is made up of eight branches located across the Riverina rice growing regions of NSW. Each branch annually elects representatives to form the RGA Central Executive. The Central Executive represents their respective branches in determining RGA policy and projects. Furthermore, the RGA is a member of the National Farmers Federation, National Irrigators Council and NSW Irrigators Council.

The Project: The Rice Industry Leadership Program Project

One of the key aims of the RGA is to establish a self-replenishing cohort of rice industry leaders who are diverse in knowledge and experience and are skilled, self-aware and confident to take on leadership roles presented by:

- the rice industries four main bodies: the RGA, the AgriFutures Australia Rice Research and Development Advisory Panel, the Rice Marketing Board of New South Wales (RMB) and SunRice; and
- the many other organisations whose business directly influences the industry, including irrigation companies, agricultural peak bodies and Local, State and Federal government bodies (e.g. Local Government, Local Land Services and AgriFutures Australia), etc.

To achieve this aim, the RGA in collaboration with the other Rice Industry bodies has developed the Rice Industry Leadership Program 2017/18 – 2019/20. The Program is jointly funded by the

Department of Agriculture and Water Resources Leadership in Agricultural Industries Fund, The RGA, the AgriFutures Australia Rice Research and Development Program, the RMB and SunRice.

The Position: The Rice Industry Leadership Coordinator

The Rice Industry Leadership Project Coordinator will be responsible for the delivery of the Rice Industry Leadership Program project.

Reporting to the RGA Policy Manager, the Rice Industry Leadership Project Coordinator will work with the Rice Industry Leadership Taskforce to determine the leadership needs of the Rice Industry and design and deliver a program that meets those needs. In particular, the Leadership Program must:

- Provide opportunities for continued training and development with three individual programs targeting three levels of experience: the Next Gen of the Rice Industry Program, the Emerging Leaders of the Rice Industry Program and the Established Leaders of the Rice Industry Program.
- Addresses the three key focus areas of industry leadership: Corporate management, international business and trade; Research, development and extension; and Policy and advocacy.
- Foster a connected network of past, present and future rice industry leaders.
- Monitor and evaluate the progress of the Program in meeting the leadership needs of the industry.

Key Responsibilities:

- Work with the RGA Staff and Central Executive, rice growers, the Rice Industry Leadership Taskforce, the Department of Agriculture and Water Resources and industry stakeholders to deliver a program that address the leadership needs of the rice industry.
- Project delivery including:
 - Undertake individual program and event management.
 - Manage relationships with current and future program participants, co-contributors, contractors and suppliers.
 - Develop tools and resources (including on-line tools and resource) to foster a network of past, present and future leaders of the rice industry.
 - Monitor and evaluate the project performance and recommend opportunities for improving the Program delivery.
 - Undertake media and promotion for the project (in conjunction with the RGA Communications Team).
 - Project administration including organising meetings, keeping of minutes, dealing with correspondence and records, etc.
- Project management including managing project finances (in conjunction with the RGA Office Manager) and resources, milestones, reporting requirement and contractual obligations.
- Ensure compliance with RGA's policies, procedures and protocols.

- Maintain a current knowledge of relevant practices, trends and innovation.
- Other tasks as required.

Skills required:

The following skills are sought:

- Project management and organisational skills:
 - Ability to manage time, set priorities and plan workload to meet objectives, both individually and for a group, with limited supervision.
 - Ability to manage finances and resources in a responsible and sound manner.
 - Ability to think strategically and set ambitious and realistic objectives and to objectively analyse and communicate performance against these objectives.
 - Experience in meeting milestones and contractual obligations.
 - Flexibility to deal with highly variable work load and demands.
- Interpersonal skills:
 - Ability to collaborate with others to achieve agreed results and outcomes.
 - Ability to work both independently and as an effective team member.
 - Ability to build, manage and liaise with large networks.
 - Ability to liaise effectively and professionally with external individuals and organisations.
- Communication skills:
 - Well-developed oral and written communication skills.
 - Ability to write clear and concise reports.
 - Ability to effectively present to small and large groups.
- IT Skills:
 - Proficiency in using Microsoft programs (word, outlook, excel, powerpoint).
 - Knowledge of financial management software and/or project management software.

Qualifications:

- Tertiary qualifications in the areas of Human Resource Management, Project Management, Commerce, Communications, Agribusiness or similar are preferred but not essential.
- Current Driver's Licence.