



## POSITION DESCRIPTION

<b>Position Title:</b>	Food and Agribusiness Officer		
<b>Classification:</b>	Band 6	<b>Status</b>	Full time
<b>Group:</b>	Community and Planning Services	<b>Business Unit:</b>	Arts, Advocacy, Economy and Social Strategy
<b>Reports to:</b>	Team Leader Social and Economic Development		
<b>Direct Reports:</b>	NIL	<b>Date:</b>	April 2025

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

The Food and Agribusiness Officer will drive the growth and sustainability of Cardinia Shire's agricultural, food, and beverage sectors by building strong connections between local agribusinesses, food producers, and stakeholders to foster collaboration and innovation. This role involves implementing initiatives aligned with Cardinia Shire's Food Strategy and Agribusiness Audit Report to promote sustainable economic growth. The officer will provide expert advice and support to businesses, helping them navigate regulations, access funding, and build capacity. Additionally, the officer will advocate for and implement environmentally sustainable practices to address challenges such as climate change and market fluctuations. Engaging with the community to promote awareness and support for local agriculture and food sectors, the officer will foster pride in local produce and businesses while facilitating strong industry and business relations and managing high-level business and industry initiatives across the municipality.

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Drive sustainable growth in the agribusiness, food and beverage sectors through strategic planning and support for local businesses.



- Promote workforce development, job creation, and investment attraction, focusing on agribusiness and agroecological practices.
- Build and maintain strong relationships with farmers, businesses, industry and community groups, and government agencies.
- Facilitate partnerships and collaborative efforts to enhance community well-being and economic resilience.
- Contribute to policy and strategy development, ensuring compliance with relevant regulations, including land use planning documents, green wedge management plans, township strategies, Food Strategy and Agribusiness Audit recommendations.
- Consult with the Planning Department on farm management plans and support the development of green wedge management plans.
- Enhance the visibility and reputation of Cardinia Shire's agribusiness sector.
- Stay informed about industry trends and integrate new knowledge into Councils work.
- Encourage continuous improvement and adoption of best practices in agribusiness and food systems.
- Lead the completion and implementation of recommendations from the Agribusiness Audit, ensuring alignment with Cardinia Shire's goals and community needs.
- Identify and implement actions and initiatives to assist in the overall economic growth of the municipality, using agribusiness and food sector professional knowledge, networks, and other information sources consistent with the Shire's policies and strategies.
- Demonstrate innovative approaches to industry and business development and implement and evaluate effective and measurable outcomes.
- Where required, collaborate with industry partners on the attraction and delivery of grants and funding.
- Provide a first point of contact for information about relevant internal services and assistance that may benefit their business.
- Provide regular communications about government programs, opportunities, and relevant industry initiatives that enhance business knowledge and connectivity.
- Promote and provide advice to potential and expanding businesses to assist them in finding suitable locations within the Shire to ensure they grow and remain within the region.
- Provide expert assistance to Council's strategic land use planners and statutory planners in relation to agribusiness and the food sector, including consultation and advice on farm management plans and supporting the development of green wedge management plans.
- Advocate internally and externally on optimal policies and procedures that support a thriving and diverse agri-food economy, including the drafting of submissions on behalf of council as required.
- Efficiently manage budgets and external funding to maximise program impact.
- Establish and monitor key performance indicators to evaluate and report on program effectiveness.

## **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

## **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.

- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Formal input into policy development within their area of expertise and/or management.
- In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and/or budgets, with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.

#### **JUDGMENT AND DECISION MAKING**

- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.
- Problem solving may involve the application of these techniques to new situations.
- The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is usually available however, the incumbent must display significant independent ability and knowledge when making decisions.

#### **SPECIALIST KNOWLEDGE AND SKILLS**

- Understanding of various government programs and services especially within the agricultural and food sectors to support businesses and economic development and have the ability to prepare funding submissions.

- Proficiency in the application of a theoretical or scientific discipline including the underlying principles as distinct from practices.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills to continuously improve the customer experience whilst utilising council resources efficiently.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Possess a working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Capable of producing sound and confident decisions and solutions within critical timelines.
- Manage business unit operational budget within set parameters and delegation of authority.
- Data analysis and report writing, with a strong attention to detail.

### **INTERPERSONAL SKILLS**

- Ability to gain cooperation and assistance from clients, members of the public, other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems.
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication (written and verbal) and interpersonal skills with the ability to clearly articulate and present information as required.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

### **MANAGEMENT SKILLS**

- Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Managing time, setting priorities, planning and organising own work and where appropriate other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

## QUALIFICATIONS AND EXPERIENCE

- A degree in agricultural science, environmental science and/or business administration with experience in agriculture or a related field.
- Proven experience in the agribusiness, food, or beverage sectors with a strong understanding of industry trends, challenges and opportunities.
- Demonstrated ability to develop and implement strategic plans and initiatives that drive sustainable growth and economic development.
- Sound knowledge of the planning controls, including land use planning documents, green wedge management plans, and township strategies, and how these relate to farm management and agribusiness operations
- A current Victorian driver's licence.

## KEY SELECTION CRITERIA

- Proven experience in the agribusiness, food, or beverage sectors with a strong understanding of industry trends, challenges and opportunities.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Strong skills in building and maintaining relationships with farmers, businesses, industry groups, community organisations, and government agencies.
- Understanding of emerging trends to ensure recommendations made by this position influence the outcomes for our community and organisation now and into the future.
- Experience in contributing to policy and strategy development, ensuring compliance with relevant regulations and alignment with organisational goals.
- Able to work with minimum supervision and make sound decisions based on experience and good judgement.
- Knowledge and experience of policies, procedures, acts and regulations related to sustainable agriculture, agribusiness, agroecology or related fields.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

## CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

**Tenure** This is an ongoing full-time position.

**Pre-employment checks** All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.