



POSITION DESCRIPTION

Position Title	Food and Agribusiness Officer	Classification	Band 7
Directorate	Community and Planning	Department	Liveability and Economy
Direct Reports	None	Date	August 2026
Reports to	Team Leader Social and Economic Development		

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 supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

POSITION OBJECTIVES

The Food and Agribusiness Officer leads and delivers strategic initiatives that strengthen the sustainable growth, resilience and profile of Cardinia Shire's agriculture, food and beverage sectors. The role provides specialist advice, develops strategic partnerships and facilitates opportunities that build business and workforce capability, attract investment and support innovation. Working across Council and with government, education, industry and community stakeholders, the position contributes to sustainable economic development and strengthens Cardinia Shire's food and agribusiness identity.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Lead the development and delivery of strategic industry initiatives that drive sustainable growth, resilience and innovation across Cardinia Shire's agribusiness, food and beverage sectors.
- Identify, assess, develop and deliver initiatives that support economic growth, workforce development, employment creation, business investment and industry capability.
- Provide support and facilitate opportunities to agribusiness and food-sector businesses for business retention, expansion, investment and location decisions.
- Establish, influence and maintain strategic relationships across industry, government, education and other key stakeholders to negotiate priorities and advance shared economic-development outcomes.

- Initiate and facilitate strategic partnerships, collaborative projects and external funding opportunities that strengthen the competitiveness, resilience and sustainability of the local food and agribusiness economy.
- Provide administrative and strategic coordination support to Council's Food and Agribusiness Advisory Committee, acting as a key liaison between Council, industry stakeholders and committee members to facilitate communication, advice, collaboration and implementation of committee recommendations.
- Lead and contribute to the development, implementation and review of policies, strategies, advocacy initiatives and submissions that support a thriving and sustainable agri-food sector.
- Provide evidence-based, authoritative advice and recommendations to Council and senior leaders on agribusiness and food-sector priorities, farm-management planning, green-wedge matters, industry trends, risks and emerging opportunities.
- Lead and deliver complex projects, programs and actions arising from Council plans, adopted strategies and the Agribusiness Audit, ensuring agreed outcomes are achieved within approved timeframes, budgets and resources.
- Analyse, monitor, evaluate and report on industry trends, risks, project outcomes and economic-development opportunities, providing recommendations that inform strategic decision-making, policy development and continuous improvement.

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

- Accountable for the quality, accuracy, timeliness and effectiveness of specialist advice, strategic initiatives, projects, partnerships and programs delivered within the position's areas of responsibility.
- In positions where the prime responsibility is for resource management the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is for Specialist Advice or Regulate Clients the freedom to act is subject to professional and regulatory review.
- Provide leadership, specialist advice, direction and expertise on policy, goals and projects to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage business unit operational budget within set parameters and delegation of authority.
- Position has an input into policy development. The work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement.
- These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent.
- Guidance is not always available within the organisation.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

SPECIALIST KNOWLEDGE AND SKILLS

- Proficiency in the application of community and economic development, agri-science, agribusiness and food systems principles to investigate and develop solutions to new problems, opportunities and industry priorities.
- Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding is required 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.
- Knowledge and familiarity of principles and practices of budgeting and accounting/financial procedures.
- Demonstrate specialised analytical and problem-solving skills.
- Possess comprehensive 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.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of broadly defined activities
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication, negotiation, 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

- Ability to independently plan, prioritise and manage a complex program of work to achieve strategic objectives within available resources and agreed timeframes, while responding effectively to competing organisational and stakeholder demands.
- Ability to lead and manage complex projects, programs and strategic initiatives, including establishing priorities, coordinating resources, monitoring performance, managing risks and reporting on outcomes.

- Ability to lead, influence and negotiate collaborative outcomes across Council, industry, government, education and community stakeholders through subject-matter expertise and effective relationship management.
- Ability to provide leadership through professional expertise and positively influence a collaborative, innovative and values-based culture across multidisciplinary teams and stakeholder groups.
- Ability to manage project resources and deliverables within established policies, procedures, financial delegations and governance requirements.
- Ability to identify and implement opportunities for continuous improvement and innovation in strategies, programs, work practices, processes and service delivery.
- Ability to contribute to budget development and manage, monitor and report on project and program expenditure within approved budgets, delegations and Council's financial-management framework.

QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma in community or economic development, agri-science, agribusiness or a related field, with several years' subsequent relevant experience, or lesser formal qualifications with extensive relevant experience.
- Demonstrated capability to lead projects, influence stakeholders and contribute to collaborative outcomes without direct line management responsibility.
- Experience coordinating initiatives, working groups or stakeholder partnerships that support community, economic or industry development outcomes.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- Financial acumen and the ability to manage business unit budgets effectively.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure the decisions made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work independently and make sound decisions based on experience and good judgement.
- Sound knowledge of relevant local government legislation, policies, procedures and regulatory frameworks, with the ability to apply these to support economic development, agribusiness and food sector initiatives.
- 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 a full time ongoing 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.