

## POSITION DESCRIPTION



QUEENSLAND  
FARMERS'  
FEDERATION

**Job title:** Industry Recovery & Resilience Officer  
**Industries:** Agriculture, Not-for-profit  
**Term:** Full Time, fixed term. Immediate start, contract to 15 August 2027.  
**Location:** Toowoomba office base with frequent travel in regions and Brisbane office  
**Mode:** Hybrid.  
**Reports to:** Project Manager - Risk, Recovery & Resilience  
**Probation:** 3 months  
**Salary level:** \$105,000 per annum plus superannuation  
**Work rights:** Unrestricted work rights in Australia for the duration of this appointment.

## ABOUT QFF

QFF is an influential member-based organisation that represents the interests of peak state and national agriculture industry organisations in Queensland, which in turn collectively represent more than 13,000 primary producers across the state.

At QFF we believe in a sustainable and profitable future for the agriculture sector and help our member organisations to support their individual members achieve this through advocacy, collaboration, leadership and research.

## ABOUT THE ROLE

This role reports to the Project Manager, Risk Recovery and Resilience and works alongside the Project Officer for the Farm Business Resilience Program.

## ROLES AND RESPONSIBILITIES

The project will assist producers operating in intensive agriculture within the activated Local Government Areas (LGAs) impacted by Southern Queensland Bushfires of 2023 and Tropical Cyclone Alfred and Associated Severe Weather during March 2025. The role requires regular travel in the affected LGAs and on-farm engagement with primary producers. Delivery of a minimum of 10 workshops, eight Farm Natural Disaster Resilience Plans for bushfire affected farmers and fifty (50) Plans is required to be achieved through direct engagement with impacted primary producers and coordination of workshops, seminars and webinars.

The objective of the IRRO Program is to assist in medium-term recovery and long-term resilience by:

- assisting primary producers that have been impacted by an eligible disaster event in accessing referral pathways to available grants and loans and industry, business, financial and mental health support,
- identifying event-impacted areas and areas of emerging needs and delivering workshops that meet the needs of impacted producers, and
- supporting the development of industry-specific on-farm business resilience plans and providing links to technical advice on natural disaster recovery and resilience.

## **TASKS**

### Project Planning, Delivery and Reporting

- Implement core activities of the program within an agreed project plan.
- Assist primary producers in the development of individual resilience plans including providing a connection to planning programs that already exist to increase resilience (e.g., the Farm Business Resilience Program (FBRP) of the Future Drought Fund).
- Regular monitoring, evaluating and reporting to Government.
- Event coordination of workshops, seminars and webinars working with other IRROs, across other DRFA programs in Queensland to ensure all producers impacted by the eligible event can access assistance and support.
- Develop and deliver (with other IRROs, DPI staff, Rural Financial Counselling Service (RFCS) and Industry groups) an FBRP Natural Disaster Resilience Module, which is a half-day training module. This module is to fit within the Queensland Farm Business Resilience Plan template(s) and activities within industry group engagement. This may include identifying practical tools, actions, mitigation activities and simple case studies to assist businesses to identify activities primary producers may want to undertake which would improve their businesses' natural disaster resilience
- Manage and provide monthly qualitative and quantitative reporting covering, but not restricted to engagement activities, producers supported, emerging issues and communications activities and reach.
- Development of one 'legacy' item for the program, e.g. case study, video or other product supporting natural disaster preparedness.

## **ESSENTIAL SKILLS AND ABILITIES**

Experience in natural disaster recovery, preferably within the intensive agriculture or small business sector.

Demonstrated experience in stakeholder engagement within an intensive agriculture industry or peak industry body.

Demonstrated knowledge of government grant funding programs and the Disaster Recovery Funding Arrangements (DRFA).

Understanding of key concepts of risk and disaster recovery, business resilience.

Experience in event coordination including workshops and online webinars.

High level computer literacy especially in the MS 365 including MS Teams.

Ability to manage competing time demands in terms of prioritisation and deadlines.

Ability to write clearly, accurately and concisely.

Ability to work closely and effectively with a range of stakeholders.

Ability to communicate verbally in a coherent and logical manner.

Ability to foster effective working relationships.

## **DESIRABLE**

- Understanding of advocacy and not-for-profit work.
- Constructively influence others to consider and support QFF policy positions.
- Set realistic but challenging personal performance goals.

## **EDUCATION, QUALIFICATIONS AND LICENSES**

### **Essential**

- A reliable motor vehicle.
- Queensland Driver Licence (C type). This role requires extensive car travel within Queensland, therefore, QFF reserves the right to undertake relevant police checks for driving history.

### **Other duties:**

Any other reasonable duties may be assigned that are consistent with the nature of the job and its level of responsibility. This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the position. These key tasks and responsibilities are subject to change. Any significant changes will be made in consultation with the postholder.