

POSITION DESCRIPTION

Job Title:	Policy Adviser, Water
Organisation:	Queensland Farmers' Federation
Industries:	Not-for-profit, Agriculture
Status:	Permanent
Reports to:	QFF CEO
Salary Level:	\$65,000 - \$85,000 p.a.
Residency Status:	Australian Resident

About QFF

The Queensland Farmers' Federation (QFF) is the peak body representing and uniting 16 of Queensland's rural industry organisations who work on behalf of the state's farmers and irrigators. Combined, these industries produce more than half of the total value of primary production in Queensland.

QFF's mission is to secure a sustainable and profitable future for member industries which make a significant contribution to the performance of the Queensland economy. We achieve this through representing our members' interests and negotiating the best possible outcomes for them in changes to legislation, regulations and industry programs. This requires a collaborative working approach, sound stakeholder management and knowledge sharing within QFF, between our members and across government and related business sectors.

The QFF team is made up of talented and committed professionals with technical expertise across our priority areas. As a small team of 10 to 15 employees and consultants, QFF implements a flat organisational structure with the leadership resting on the QFF Chief Executive Officer (CEO). The QFF workplace is relaxed and collegial with a focus on work delivery and work-life balance. QFF team members may negotiate flexible work arrangements around the needs of the business and their respective portfolio area or project(s).

Duty Statement

Primary Purpose of Position: The Policy Adviser, Water is a new position to be accountable for the policy regarding water reforms as these affect QFF member industries and the wider intensive agricultural sector. The Policy Adviser will:

- analyse and synthesise information from industry, government and research bodies about current and potential future industry issues with water and the water-energy nexus
- manage the development of QFF policy positions on pertinent issues and to provide up-to-date advice to the CEO, QFF Board, QFF members and the QFF team regarding matters of importance
- be accountable for performance metrics as developed with the CEO.

Reporting relationship:

- This position reports to the QFF CEO.

Key Responsibilities:

- Maintain superior understanding of current affairs and the status of matters of importance to government and industry within the designated portfolio, and specifically to irrigation water.
- Strategically and technically assess the current understandings, affairs and status of matters of importance and advise the CEO of any recommended courses of action relevant to the portfolio area.
- Develop and deliver to relevant third-parties (through engagement, official submissions etc.) the QFF position on matters of importance under the designated portfolio.
- Establish productive and effective working relationships with representatives of member organisations, government, and other industry bodies and negotiate and liaise with these groups on policy issues.

Tasks:**Essential:**

- Research matters of importance within the designated policy portfolio, through committees, secondary research, government and member organisation engagement.
- Analyse current policy positions and advise the CEO.
- Receive, and respond accordingly, to direction from the CEO regarding QFF policy positions.
- Articulate QFF policy positions to government officials and other stakeholders.
- Monitor government activities related to the portfolio area.
- Prepare formal submissions communicating QFF's policy position.
- Prepare briefings for the CEO regarding matters of importance.
- Communicate up-to-date information to the QFF team.
- Collaborate with QFF team members, member organisations, government representatives and industry as required.
- Maintain close liaison and effective working relationships with external stakeholders in relation to matters relevant to the policy area. Ensure that QFF has consistent and effective engagement with these stakeholders.

Desirable:

- Craft strategic responses to current and forecasted matters of industry importance.
- Represent QFF policy positions at strategic forums and public events as directed by the CEO.
- Persuade and influence stakeholders to support QFF policy positions.
- Negotiate with government officials and stakeholders to deliver agreed policy outcomes.
- Manage the administration of projects including contracts, communications, budget, scope and deliverables as required.

Personal Attributes**Knowledge:**

Essential:

- Understanding of the designated policy portfolio area including matters pertaining to irrigation water and the energy-water nexus.
- Understanding of local, state and federal government operational protocols.
- Understanding of the current issues facing the agricultural sector.

Desirable:

- Understanding of advocacy and not-for-profit work.

Skills and Abilities:

Essential:

- Critically analyse, interpret and synthesise information from industry, government and research bodies regarding current and potential future industry issues.
- Manage competing time demands in terms of prioritisation and deadlines.
- Write clearly, accurately and concisely.
- Communicate verbally in a coherent and logical manner.

Desirable:

- Facilitate and direct meetings.
- Foster effective working relationships.
- Constructively influence others to consider and support QFF policy positions.
- Work with, and direct, committees.
- Set realistic but challenging performance goals for one self.

Personal Competencies:

Essential:

- Work effectively with others.
- Self-motivated.
- Driven by short- and long-term goals.
- Active listener.
- Demonstrated ability to consider and present alternative ideas and viewpoints.
- Adaptable.
- Persistent.

Desirable:

- Negotiate, influence and persuade.
- Think strategically.

Education, Qualifications and Licences:

Essential:

- Completed an undergraduate degree qualification from a recognised tertiary institution in an area related to the policy portfolio.
- Queensland Driver's Licence, minimum P2 provisional licence, or interstate equivalent.

Desirable:

- Completed a postgraduate degree qualification from a recognised tertiary institution in the technical area related to the policy portfolio, or other relevant area e.g. public policy, OR
- Equivalent professional experience.

Work Values:

Essential:

- Collaboration.
- Innovation and creativity.
- Open-mindedness and receptiveness.
- Honesty.
- Integrity.
- Professionalism.

Performance:

Performance matters will be discussed with the CEO during the first three months and then on a regular basis.

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 post holder.