

POSITION DESCRIPTION

Job Title:	Microgrid Project Officer
Organisation:	Queensland Farmers' Federation
Industries:	Not-for-profit, Agriculture
Status:	Part Time (0.6 - 0.7 FTE). Temporary until 30 June 2022.
Reports to:	Project Manager (Energy)
Salary Level:	\$60K - \$75K pro rata plus superannuation
Residency Status:	Australian Resident

About QFF

The Queensland Farmers' Federation (QFF) is the peak body representing and uniting 20 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 Microgrids Project Officer is a new position to be accountable for the extension activities for '*The Flow on Benefits of Microgrids for Agriculture*' (Microgrids Project) being delivered by QFF in partnership with Cotton Australia, Reaqua Solar Pumping and Constructive Energy and other partners to benefit them and the wider intensive agricultural sector.

The Project Officer will:

- Assist the Project Manager (Energy) to deliver the Microgrids project in accordance with the project plan and the Communications and Engagement Strategy
- Work with the partners and other stakeholders in delivery of the project
- Arrange meetings of the Project Team and the Advisory Board
- Liaise with participating farmers to assist them to understand the process and provide suitable

information to assist them as required

- Develop and implement strategies to raise awareness of Microgrids
- Be accountable for performance metrics as developed with the Project Manager (Energy) and the CEO
- A key part of the project will be to arrange the installation of the real-time energy meters and work with farms and project partners to maintain access to data to ensure modelling and analysis can occur

Reporting relationship

This position reports to the Project Manager (Energy)

Roles/responsibilities

- Contract administration and basic financial administration
 - Coordinating milestone reports and Final Report
 - Maintaining the project financial position through timely invoicing, etc.
 - Coordinating and minuting steering group meets
 - Maintaining the project delivery plan and holding parties accountable to agreed deliverables
- Communications
 - Assisting to implement the project Communications Plan
 - Developing and maintaining a database of project stakeholders
 - Coordinating general communication to QFF networks
 - Managing social and media engagement for QFF
 - Providing templates, consistency and accountability with communications
- Event coordination and logistics predominantly for Queensland events and assisting for NSW events
 - Book venues, catering, hire etc. as required
 - Book and manage travel
 - Coordinate on-line events and registration
- Coordinate/support contractors re meter roll-out
 - Participate in selection of appropriate technology for metering
 - Identify and liaise with contractors
 - Support the installation and commissioning of meters
 - Monitor performance to ensure data integrity
 - Support decommissioning and or redeployment of meters as appropriate

Tasks

Essential:

- Implement the Communications and Engagement Strategy
- Research and publish a bi-monthly energy-savers e-news
- Work with the Communications and Media Officer to develop communications materials to increase the farming communities' knowledge of cost-effective energy management opportunities
- Work with the policy team to contribute experience from the program to develop suitable policy

positions on energy.

- Receive and respond accordingly, to direction from the CEO regarding QFF policy positions
- Be able to discuss QFF policy positions with government officials and other stakeholders
- Monitor government activities related to energy efficiency and renewable energy on farm
- 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 energy efficiency and renewable energy. Ensure that QFF has consistent and effective engagement with these stakeholders

Desirable (depending on experience):

- Prepare and deliver presentations for field days, workshop and other strategic forums and public events to raise awareness of the project
- Manage the administration of the extension program including contracts, communications, budget, scope and deliverables as required

Knowledge

Essential:

- Understanding of energy use on farm including the relationship with irrigation water, production and the energy-water nexus
- Knowledge, or ability to quickly acquire knowledge in farming practices including irrigation, on-farm processing and intensive animal sectors
- Understanding of the current issues facing the agricultural sector

Desirable:

- General Understanding of Energy Policy Issues and Technology development
- Understanding of advocacy and not-for-profit work

Skills and Abilities

Essential:

- Min 5 years agricultural extension experience, preferably in an energy or water related field
- Experience in preparing extension materials such as case studies, articles and presentations
- Foster effective working relationships
- 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
- Communications: ability to work closely and effectively with a range of stakeholders including farmers
- Communicate verbally in a coherent and logical manner

Desirable:

- Facilitate and direct meetings
- Constructively influence others to consider and support QFF policy positions
- Work with, and direct, committees

- Set realistic but challenging personal performance goals

Personal Competencies and Work Values

Essential:

- Works effectively with others
- Self-motivated
- Driven by short and long-term goals
- Actively listens
- Demonstrates ability to consider and present alternative ideas and viewpoints
- Adaptable
- Persistent
- Collaborative
- Innovative and creative
- Open-minded and receptive
- Honest
- Demonstrates integrity
- Professional

Desirable:

- Negotiates, influences and persuades
- Thinks strategically

Education, Qualifications and Licences

Essential:

- Completed an undergraduate degree qualification from a recognised tertiary institution in an area related to the Energy Savers program
- 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 a relevant trade
- Equivalent professional experience

Performance

A probationary period of 3 months applies. Performance matters will be discussed with the Project Manager (Energy) during the first three months and then on a regular basis should probation be successful.

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.