

## POSITION DESCRIPTION

<b>Job Title:</b>	Energy Savers Extension Officer
<b>Organisation:</b>	Queensland Farmers' Federation
<b>Industries:</b>	Not-for-profit, Agriculture
<b>Status:</b>	Full Time, temporary. Until 31 December 2020.
<b>Reports to:</b>	Project Manager - Energy
<b>Salary Level:</b>	TBA
<b>Residency Status:</b>	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 Energy Savers Extension Officer is a new position to be accountable for the extension activities for the Energy Savers Program being delivered by QFF in partnership with its member industries to benefit them and the wider intensive agricultural sector.

The Extension officer will:

- Deliver the extension activities of the Energy Savers program.
- Liaise with participating farmers to assist them to understand the process, the energy audits and provide suitable information to assist them to implement audit recommendations.
- Develop and implement strategies to raise awareness of energy efficiency
- Be accountable for performance metrics as developed with the Project Manager – Energy

and the CEO.

**Reporting relationship:**

- This position reports to the Project Manager - Energy.

**Key Responsibilities:**

- Work with Case Managers and farmers to ensure farmers are getting the most from the Energy Savers program by assisting them to understand the audit process, interpret audit recommendations and facilitate implementation of recommendations where possible.
- Work with other farmers and agricultural groups around Queensland to facilitate wider understanding of on-farm energy efficiency opportunities.
- Establish productive and effective working relationships with representatives of member organisations, government, and other industry bodies and negotiate and liaise with these groups on energy issues.

**Tasks:**

Essential:

- Communications: ability to work closely and effectively with a range of stakeholders including farmers, and present in workshops and field days on technical aspects.
- Implement the Energy Savers Communications and Engagement Strategy
- Research and publish a bi-monthly energy-savers e-news
- Work with the communications team 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:

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

## **Personal Attributes**

### **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:

- 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.
- 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:**

#### 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 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.

**Work Values:**

Essential:

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

**Performance:**

Performance matters will be discussed with the Project Manager - Energy 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.