

POSITION DESCRIPTION

Job Title:	Risk and Insurance Program Manager
Industries:	Not-for-profit, Agriculture
Status:	Full time. Fixed term to 30 June 2024. Status is subject to ongoing project funding.
Reports to:	General Manager, Policy and Projects
Salary Level:	\$120,000 per annum plus 10% superannuation
Location:	Toowoomba or QFF Head Office in Brisbane
Residency Status:	Australian Citizen or Resident

About QFF

The Queensland Farmers' Federation (QFF) is the peak body representing and uniting 21 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

The primary purpose of the Position is to lead, manage and deliver the risk and insurance projects delivered by QFF.

The position is designed to undertake leadership, management and deliver activities on current projects including -

- *Integrating index-based insurance and optimal crop management strategies to reduce financial risk and improve income stability.*
- *Producing enhanced crop insurance systems and associated financial decision support tools*
- *Enhancing climate change adaptation processes for farmers and agribusiness Australia-India Strategic Research Fund – Round 12*

About the Current Projects

QFF is the Project Leader to deliver the Australian Government's Future Drought Fund Drought Innovation Grants Program, *Integrating index-based insurance and optimal crop management strategies to reduce financial risk and improve income stability.*

The purpose of this project is to integrate insurance solutions with optimal crop management strategies to maximise profitability and offset the financial effects of extreme drought and heat events.

QFF is leading a consortium of partners to deliver the project. The project is funded until 30 June 2024.

QFF is a delivery partner in a number of projects led by the Centre for Applied Climate Sciences at University of Southern Queensland (USQ), Toowoomba. This includes projects funded through the Drought and Climate Adaptation Program and the Australia-India Strategic Research Fund.

Reporting relationship

This position reports to the General Manager, Policy and Projects which in turn reports to the CEO.

One part-time Project Officer reports directly to this position.

Roles/responsibilities

- To lead and manage activities established in the projects Activity Work Plans and deliver reporting milestones on time and on budget.

Tasks

- Manage the risk and insurance projects delivered by QFF, collaborate with partners, engage with key stakeholders.
- Manage Grant Agreements and sub-contracts with project partners.
- Ensure milestone reporting is delivered on time and in accordance with funding requirements.
- Manage project budgets to ensure expenditure and income is on track and aligned with funding requirements.
- Convene and manage a Project Advisory Committee, this includes developing a Terms of Reference, delivery of meeting agendas and minutes in a timely manner.
- Engage with key stakeholders, including QFF member groups, the Drought Innovation Hub Network, Drought and Climate Adaptation Program participants, Department of Agriculture, Water and the Environment (DAWE) and the Queensland Department of Agriculture and Fisheries.
- Work with project teams to collect data from QFF members and key stakeholders related to climate risk management, strategies and insurance needs.
- Manage road testing of new insurance products delivered by the project, to assess producer appetite, affordability and willingness to pay insurance premiums.
- Manage and work with the project teams to deliver surveys to primary producers to inform the project deliverables.
- Develop promotion and education strategies to encourage producer uptake of new insurance products delivered by the programs.
- Manage and identify tasks for Project Officer to ensure smooth and timely delivery of project outputs.

Knowledge

Essential:

- Experience in insurance, banking or financial sector, in particular, with agriculture business clients
- Knowledge of agriculture crop yield concepts to improve productivity and business profitability
- Experience in management of government grant funding contracts
- Experience in conducting committee meetings with a diverse range of senior industry representatives
- Knowledge of agriculture peak industry bodies within Queensland

Skills and Abilities

Essential:

- Evidence of knowledge of crop yield concepts and strategies to improve income stability and business profitability
- Ability to manage and conduct committee meetings with a diverse range of senior representatives
- Knowledge of priority stakeholders within the scope of the projects
- Ability to undertake tasks independently and work collaboratively in a small team environment
- Ability to work within a small team and manage tasks for direct reports

Desirable:

- Ability to manage events, workshops and identify promotion opportunities for project materials
- Advanced knowledge of Microsoft suite of programs

Personal Competencies and Work Values

Essential:

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

Education, Qualifications and Licences

Essential:

- Tertiary qualification in agronomy, agri-business or business management
- Queensland Driver Licence (C type)
- Applied knowledge of Microsoft programs

Desirable:

- Membership of a relevant professional industry body or association

Performance

A probationary period of 3 months applies. Performance matters will be discussed with the CEO 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.