

## POSITION DESCRIPTION



<b>Job title:</b>	Industry Recovery and Resilience Officer (IRRO)
<b>Industries:</b>	Agriculture, Not-for-profit
<b>Mode:</b>	Full time, Fixed term. Term is immediate start and ending on 30 June 2024. Role is subject to ongoing project funding.
<b>Reports to:</b>	Project Manager, Farm Business Resilience and Risk
<b>Salary level:</b>	\$88,125.00 per annum, incl. superannuation. A vehicle for work use only is provided, as the role requires extensive travel within Queensland.
<b>Location:</b>	Toowoomba or Brisbane
<b>Residency status:</b>	Australian citizen or permanent resident

## ABOUT QFF

We are 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

The primary purpose of the Position is to provide delivery of operational activities for the *Industry Recovery and Resilience Officers Program* delivered by QFF.

## ABOUT THE PROJECT

The project will

- Provide support for primary producers for short, medium and longer-term recovery needs following the cumulative flood events in Queensland of 2021 and 2022, including to develop industry-specific, risk-based, on-farm flood management plans.
- Increase the awareness of existing support available to primary producers across all levels of government as well as services available via third parties.
- Increase the awareness for primary producers that support is available for mental health concerns for both their staff and themselves.
- To provide technical advice to support primary producers in creating Farm Business Resilience Plans.
- Link with industry, producer groups and community networks, including fostering a strong relationship with the 23 DRFA activated Local Government Authorities.

## REPORTING RELATIONSHIP

This position reports to the Project Manager, Farm Business Resilience and Risk, which in turn, reports to the General Manager, Policy and Projects.

## ROLES AND RESPONSIBILITIES

- Deliver the IRRO program to primary producers impacted by the 2021 and 2022 Queensland flood events, to assist with recovery activities and to build resilience to future flood events. The role will

ensure smooth and satisfactory delivery of the project outputs, manage activities within a defined budget and work collaboratively with fellow IRROs, delivery partners and key stakeholders.

## **TASKS**

### **Industry Recovery and Resilience Officer Program**

- Implement core activities of the program, as defined by the Project Plan.
- Assist primary producers with business resilience plans that assess flood risk and mitigation activities.
- Provide delivery of recovery and resilience resources for primary producers, as defined by the Project Plan, and identify technical support needed by producers to aid flood resilience.
- Extensive car travel is required to deliver the core activities to primary producers and participate in meetings with key stakeholders in the impacted LGAs.
- Participate and contribute to regular meetings with fellow IRROs and key stakeholders, including the Queensland Government, Local Government Authorities (LGAs), mental health service providers, and Natural Resource Management groups.
- Participate in project community events as and where required.
- Coordinate collection of milestone reporting data and compile reporting data into required format.
- Compile database of stakeholder engagement, enquiries and activities.
- Collect and write content for case studies and narratives.
- Coordinate content for project website updates and provide to the QFF Communications Manager.
- Attend workshops and events relevant to the projects, assist member industry groups, as needed, to deliver workshops/events.
- Attend project team meetings, as required.

## **KNOWLEDGE**

### **Essential**

- Experience in natural disaster recovery, preferably within the agriculture or small business sector
- Demonstrated experience in stakeholder engagement within an agriculture industry or peak industry body
- Demonstrate knowledge of government grant funding programs and the Disaster Recovery Funding Arrangements (DRFA).
- Understanding of key concepts of risk, business continuity, resilience and insurance in the context of an agriculture business
- Demonstrated and meticulous time, task management, problem-solving and presentation skills.
- Demonstrated high level of written, interpersonal and verbal communication skills, including fluency in written and spoken English.
- Able to quickly and accurately understand and synthesise information - verbal, visual or written.
- Experience in delivery of events, workshops and online webinars

## **SKILLS AND ABILITIES**

### **Essential**

- Evidence of experience in disaster recovery, preferably with knowledge of flood impact on agriculture
- Advanced knowledge of Microsoft suite of programs, in particular Excel
- Evidence of knowledge of risk, business continuity, resilience within an agri-business
- Knowledge of priority stakeholders within the scope of the project
- Ability to undertake tasks independently and work collaboratively in a small team environment

## 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

- 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.

### Desirable

- Tertiary qualification, preferably in agribusiness or agriculture

## PERFORMANCE

A probationary period of 3 months applies. Performance matters will be discussed with the Project Manager, Farm Business Resilience and Risk 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.

## HOW TO APPLY

At QFF we are passionate about driving change to benefit our member's businesses, their families and communities, their industry and the environment. We are widely acknowledged as one of the most influential and respected advocacy groups in Queensland.

If this opportunity appeals to you, please submit your application including a cover letter directly to [kerry@qff.org.au](mailto:kerry@qff.org.au) by **12pm on Friday, 16 December 2022**.