

POSITION DESCRIPTION



Job Title:	Project Officer - QBEST
Industries:	Not-for-profit, Agriculture
Mode:	Full time, fixed term until 31 August 2024.
Reports to:	Project Manager, Energy
Probation:	3 months
Salary Level:	\$95,000pa plus superannuation
Work rights:	Unrestricted work rights in Australia for the duration of this appointment.

ABOUT QFF

QFF is 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 Project Officer - QBEST is a new position to be accountable for the delivery of the *'Queensland Business Energy Savers Transformation Project (QBEST Project)* being delivered by QFF in partnership with the Queensland Government's Department of Energy and Public Works and other partners to benefit them and the wider intensive agricultural sector. A key part of the project is to ensure that quality energy audits are delivered that meet the expectations of the farms and the project partners.

The Project Officer will:

- Assist the Project Manager (Energy) to deliver the QBEST project in accordance with the project plan and the Comms and Engagement Strategy
- Engage Auditors and coordinate audit delivery to meet project delivery milestones.
- Liaise with participating farmers to assist them to understand the process and provide suitable information to assist them as required.
- Keep project partners and other stakeholders informed about the delivery of the project
- Be accountable for performance metrics as developed with the Project Manager Energy and the CEO.
- Arrange meetings of the Project Team and the Steering Committee.
- The position will work closely with Project Officers delivering a similar program: EnergySQ to streamline the delivery of both programs.

ROLES AND RESPONSIBILITIES

- Coordinate/support the delivery of on-farm energy audits.
 - Work with QFF members to select and on-board participating farms.
 - Facilitate discussions between farms and auditors to ensure a shared understanding of the audit scope and timing
 - Monitor performance of auditors and review audits
- Contract administration and basic financial administration
 - Coordinating milestone reports and final report

- Assist the project manager in maintaining the project financial position through timely reviews of expenditure and funding.
- Monitor project risks and communicate regularly with the project team on risk mitigation.
- Coordinating and minuting steering committee meetings
- Assist the Project Manager in maintaining the project delivery plan and holding parties accountable to agreed deliverables.
- **Communications**
 - Maintain communications with QFF Member organisations on the progress of audits within their sector and to arrange suitable extension activities.
 - Maintain regular communication with participating farms using their preferred method of communication (i.e. phone, text, email)
 - Assisting to implement the project Communications Plan
 - Developing and maintaining a database of project stakeholders
 - Maintain current knowledge on energy policy and technologies: Monitor industry and government activities related to energy efficiency and renewable energy on farm.
 - Assisting to coordinate general communication to QFF networks including the project website and energy e-news.
 - Occasionally prepare and deliver presentations for field days, workshop and other strategic forums and public events to raise awareness of the project.

ESSENTIAL SKILLS AND ABILITIES

Essential

- Understanding of energy use on farm including the relationship with irrigation water, production and the energy-water nexus.
- Working knowledge of the requirements of the Australian Standard for Energy Audits (AS3598:2014) and preferably within the agricultural sector
- 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.
- High level computer literacy especially in the MS Office suite.
- Experience in arranging, conducting or reviewing energy audits or walk-through assessments of farms or other businesses.
- Experience in preparing extension materials such as case studies, articles and presentations
- Foster effective working relationships.
- Critically analyse, interpret and synthesize 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

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

EDUCATION, QUALIFICATIONS AND LICENSES

Essential

- Completed an undergraduate degree qualification from a recognised tertiary institution in an area related to the Energy Savers program.
- Queensland Driver's License, minimum P2 provisional license, 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.

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.