

# Position Description – CEO

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## Chief Executive Officer

Food & Fibre Gippsland Inc (F&FG) is a small, but quite complex organisation that exists to maximise impact for the benefit of:

- Our members.
- The region's vibrant and important food & fibre sector.
- The broader regional community.

F&FG was established in January 2019 following the amalgamation of Agribusiness Gippsland Inc and East Gippsland Food Cluster Inc.

F&FG is primarily a member-based collaborative network which has been created for the following purposes-:

- Sustainably growing the regional food and fibre sector.
- Identifying opportunities to improve productivity through innovation and supply chain synergies.
- Developing capability to support the sector and promote industry excellence.

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## Vision

### Vision

Food & Fibre Gippsland Inc is recognised as the peak body for all businesses within the food & fibre sector in Gippsland, creating opportunities to support a prosperous and sustainable sector.

### Mission

Food & Fibre Gippsland Inc leads capacity building, innovation and knowledge sharing for the greater good of the food & fibre sector across the whole of Gippsland.

### Value Proposition

We build on the core capabilities from across our region to promote, influence and create positive outcomes for the whole of food and fibre stakeholders within Gippsland.

As the peak body, F&FG support this – for all businesses that fall under the umbrella of Food and/or Fibre production, manufacture, distribution, and sale in Gippsland.

### What we Do

F&FG undertakes advocacy activities, facilitates industry networking and connectivity, and implements a range of projects.

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## Reports:

The CEO reports to and is supported by the F&FG Board. The Chair of FFG provides direct support and oversight of the CEO.

F&FG staff and external contractors report to the CEO; this will vary depending on the number and type of projects being delivered.

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## Key Roles and Responsibilities:

The role of CEO is to lead the organisation to achieve its Vision and Mission through a modern thinking and engaging, communicative leadership style. The CEO is responsible for leads all operational activities of F&FG to ensure achievement of the organisation's strategic objectives:

### Lead F&FG as the industry professional peak body

- Lead the development (together with the board) of the next 3-year strategic plan: Process to include: gather previous documents, update, meet with board to confirm, implement, and monitor.
- Develop, implement, and monitor an agreed annual project plan that ensures the on-time/on-budget delivery of activities undertaken.

### Be the voice – advocate for the industry – for funding and to impact government policy

- Expand membership – across all of Gippsland's Food & Fibre sectors, all parts of the supply chain, and other stakeholders.
- Being in front of industry, govt, influencing govt policy
- Develop, implement, and monitor a Stakeholder Engagement Plan

### Develop and submit funding and project applications

- **The CEO will source**, apply for (including proper levels of staffing to manage, acquit and report on the grant), manage, and execute grants; then deliver learnings to members.
- Facilitate delivery of projects/initiatives based on the principles of innovation and collaboration that support the sustainable development of the region's food & fibre sector, and which are aligned with F&FG's purpose and strategic plan.

### Provide high level governance and reporting (board, members /stakeholders and other)

- Develop, implement, and monitor a risk management framework
- Ensure the financial management system is efficient and effective – including monitoring of a dynamic budgeting process.
- Ensure all contracts in place are managed to support project outcomes on-time and-on budget.
- Provide executive support to the Board and its committees to support good governance.
- Prepare reports to the Board that:-
  - Report major activity and track progress against key milestones; providing explanations and as required, recommended solutions for any risks and/or variances.
  - Comply with governance, financial management standards and funding agreement requirements.

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## Skills and Experience

### Essential:

The successful candidate will have proven senior executive experience, including:

- Collaborative leadership style
- Strong capacity to influence and build consensus
- Strong stakeholder engagement skills and experience with a strong network and strong networking skills.
- Knowledge of regional development, capacity building and workforce development
- Corporate governance skills
- Advanced communication skills
- Proven experience at a senior executive level (Financial, Business & Project Management Contracting/Remuneration, Budgeting) Strategic Planning and Risk Management skills/experience.

### Highly Desirable:

The CEO will demonstrate knowledge or experiences of/qualifications in the following:

- Experience in the food & fibre sector, and/or a good working knowledge of the trends impacting and shaping the sector
- Hold a relevant qualification preferably in business or commerce
- Fundraising/Grant Writing

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## KPIs

KPIs will be aligned to the key roles and responsibilities above.

KPI's will be agreed between the CEO and board,

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## Review

As part of the CEO's annual performance review, the CEO and Chair will review this position description and agreed KPIs annually and make **recommendations to the Board** for any changes to key responsibilities, KPIs and remuneration.

For more information – contact F&FG Inc Chair – [chair@foodandfibregippsland.com.au](mailto:chair@foodandfibregippsland.com.au)