



CHIEF EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

JUNE 2021



Almond Board of Australia (ABA)

Position Title: Chief Executive Officer (CEO)

Location:

ABA's existing offices in Loxton, South Australia, and Mildura, Victoria, or from a new office in Adelaide.

Job Status:

Full-time

Remuneration:

To be negotiated

Thank you for considering applying for the CEO position with the Almond Board of Australia.

A well-presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitable to perform the role, and that you possess the stated minimum essential skills.

We request that you include the following in your application:

- ✓ A covering letter a page introducing yourself and describing your skills, abilities, knowledge, qualifications, experience in relation to the position, and career aspirations.
- ✓ A current Resume that includes your personal details, relevant employment history, education, training courses, qualifications, and professional memberships.

The Almond Board of Australia (ABA) is the peak representative body for the Australian almond industry. The ABA operates as a not-for-profit, membership based incorporate association representing the interests of Australian almond growers, processors, and marketers. The almond industry is one of Australia's largest horticultural industries, a significant exporter and contributor to regional economies, and is continuing to expand rapidly.

See:

- https://australianalmonds.com.au/wp-content/uploads/2020/08/2020_Almond_Insights.pdf
- https://australianalmonds.com.au/wp-content/uploads/2020/12/ABA_2020_AnnualReport_low_res.pdf

Aims & Objectives of the ABA:

- To represent and promote the interests of Australian almond growers, processors, and marketers in matters that may impact the well-being and viability of the industry.
- To coordinate the efforts of the industry to give unity of purpose and strength to foster the development of the industry.
- To provide a channel for communication and dissemination of information between members of the industry and other sectors of the horticultural industry.
- To facilitate the development and implementation of a national industry strategic plan including the definition of national R&D priorities and generic market development programs.

ABA Mission:

As the Australian almond industry's peak body, the ABA facilitates industry development and security, seeks to maximise its profitability, and ensure its sustainability by providing a platform for industry members to collectively respond to industry wide issues, invest in research and marketing, share knowledge, and interact with government and other stakeholders.

Primary Purpose of the CEO Role:

Lead the ABA as an organisation and the Australian almond industry in their future development through the implementation of strategic programs covering market access and development, surety of production inputs, sustainable best practice, research and extension, and purposeful liaison with industry members, partner organisations, government, and the broader community.

These programs are funded by a range of mechanisms including a voluntary levy, contracted research projects, government grants, commercial activities, and members subscriptions. The industry has expanded rapidly, and the role is an evolving one to meet the changing risks and opportunities that must be identified and managed through its consolidation phase.

The CEO is accountable to the Chair, Board of Directors, and members.

Position Description:

The CEO is responsible for the ongoing management of ABA in accordance with the strategy, policies and programs determined and approved by the Board of Directors. As such, the organisation shall be managed to achieve the goals agreed and endorsed by the Board of Directors.

The CEO's role entails being ultimately responsible for all day-to-day management decisions, and resource allocation required for implementing the ABA's long and short-term plans. The CEO acts as a direct liaison between the Board and management of ABA and communicates to the Board on behalf of management. The CEO also communicates on behalf of ABA to members, employees, Government authorities, other stakeholders, and the public.

More specifically, the duties and responsibilities of the CEO include the following:

- Lead, in conjunction with the Board, the development of ABA's strategy for industry development.
- Working with the Board to identify, measure and deliver on agreed annual key performance indicators.
- Lead the implementation of ABA's long and short-term plans including funding through management of the ABA's voluntary marketing levy, general account funds, R&D proposals, and other grants to implement the strategy.
- Identify potential opportunities for investment and influence in development and protection of industry image and reputation including partnerships, co-promotion, and collaborative endeavour around sustainability issues, capacity development, regional engagement and market access.
- Ensure that the Directors are properly informed, and that sufficient information is provided to the Board to enable the Directors to form appropriate judgments.

- Monitor and identify industry issues, advise the Board and undertake Almond Industry 'brand development', public and government relations, advocacy and lobbying activity as agreed with the Board.
- Develop the annual ABA budget with the Finance & Business Manager and other senior staff, for Board approval.
- Ensure that expenditures of ABA are within the authorized annual budget of ABA and in accordance with delegations and approval processes.
- Assist the Finance & Business Manager to maintain an effective financial system and keep the Board informed of ABA financial performance, reporting and compliance.
- Assess the principal risks to the ABA and industry and ensure that these risks are being monitored and managed when, and as appropriate.
- Ensure effective policies, internal controls, management information and cybersecurity systems are in place.
- Review and adapt staffing structure and profiles as appropriate, recruit, consult with and manage staff to maintain a strong capability and team culture, mindful of a potentially dispersed staff and management structure.
- Ensure ABA is appropriately organized, staffed and trained, and to have the authority to hire and terminate staff as necessary to enable it to achieve the approved strategy.
- Commission and oversee the effective, efficient delivery of consultancy or other services as may be required from time to time.
- To lead by personal example and encourage staff and contractors to conduct their activities to ensure the ABA operates lawfully, ethically, and in a socially responsible manner.
- Keep abreast of all material undertakings and activities of ABA and all material external factors affecting ABA and to ensure that systems and processes are in place to ensure that the CEO and management of ABA are adequately informed.
- Act as a liaison between management and the Board.
- Liaise and communicate effectively with members, Government authorities, partner organisations, other stakeholders, and the public.
- In concert with the Chairman, to develop AGM and normal Board meeting plans and agendas.
- Participate on ABA committees and partner organisations where appropriate as determined by the Board.
- Provide business acumen in the commercial operations of the ABA including commercialisation of rootstocks and new varieties, high health budwood supplies to nurseries, the Almond Centre experimental and demonstration orchard, Conference and other events, and delivery of Hort Innovation projects and other grants.

Technical Capabilities:

Qualifications, Experience, Skills and Knowledge required to fulfill the requirements of the position

ESSENTIAL

Qualifications:

A university degree is essential in horticulture, agriculture, agribusiness, NRM or a relevant business field. Post tertiary qualifications eg GAICD, MBA, &/or other ongoing professional development also advantageous

Experience:

- 5 plus years of experience in a management position in a professional organisation.
- Active participation in project management.
- Management of staff.
- Policy, Public Relations, or Advocacy role

Skills/Knowledge:

- Sound decision making and a capacity to envisage and manage repercussions of available options.
- Solutions oriented decision making.
- Capacity to work efficiently and with energy across a broad range of areas.
- Ability to build personal and organisational credibility and develop beneficial external relationships.
- Ability to build personal and organisational credibility and develop essential internal relationships.
- Ability to engage and collaborate with industry stakeholders including small family and large corporate almond producers, processors, and marketers.
- Excellent written and verbal communication skills, ideally complemented by media skills and experience.
- Capacity to represent the industry in a wide range of forums, and with government.
- Able to adapt quickly to changing demands.
- Able to provide strong governance direction to the Board.
- Strong negotiation and influencing skills.
- Strong business acumen across diverse business and project activities to deliver funding for ABA operations.
- Submission preparation including related consultation with key stakeholders to influence policy, strategy, regulation and funding opportunities.
- Capacity to ensure the delivery of contracted studies, submissions, research projects and grants to a high level.
- Empathy, warmth, integrity and authenticity.
- Well developed leadership skills.
- Capacity to identify and manage risks.
- Broad exposure to or experience within horticulture/agriculture industry.
- Strong grasp of contemporary organisational matters such as TBL reporting, cyber security, OHS, governance, data protection and legislation/regulatory compliance.



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Andrew or Hannah Way on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.