



POSITION DESCRIPTION

School of Agriculture and Food
Faculty of Veterinary and Agricultural Sciences

Executive Manager (NorVicFoods)

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| POSITION NO | 0053962 |
| CLASSIFICATION | SM 1 |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | Full-time |
| BASIS OF EMPLOYMENT | Fixed-term position available for up to 2 years |
| OTHER BENEFITS | https://about.unimelb.edu.au/careers/staff-benefits |
| HOW TO APPLY | Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number. |
| CONTACT FOR ENQUIRIES ONLY | Dr. Gregory Harper Tel 03 9035 3479 Email harper.g@unimelb.edu.au <i>Please do not send your application to this contact</i> |

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Executive Manager is critical to the success, growth and regional impact of NorVicFoods and will be responsible for identifying, delivering and managing engagement projects within the Hume region. The position is responsible for NorVicFoods' consistent achievement of its mission and strategic objectives and will lead the development and implementation of the NorVicFoods strategy. The Executive Manager will take a leading role in stakeholder engagement within the Hume region to build and develop new and existing relationships.

The Executive Manager will lead the development and implementation of business development strategy for NorVicFoods and will lead engagement activities, connecting academics with industry partners and stakeholders to build and develop new and existing relationships. The position will be responsible for generating, negotiating and managing a portfolio of customised ventures with organisations in the Hume region.

The Executive Manager will interact with organisations that are key actors in the agri-food innovation and production systems of Victoria and southern Australia. Organisations will include global corporations, private companies, not-for-profit organisations, government entities and community groups. Working with the various supporters of NorVicFoods, the Executive Manager will seek long term impact through the project and seek other resources to support its growth and development.

The position will lead a team based in Shepparton, reporting into the Faculty of Veterinary and Agricultural Sciences and interacting with agri-food organisations. The team will also interact with other University staff and students who work through NorVicFoods, which includes:

- Exchanging knowledge and insights with agri-food organisations;
- Help train students for employment in the sector; and
- Assist in the commercialisation of the University Intellectual Property.

NorVicFoods

NorVicFoods (NVF) is a knowledge translation, and industry engagement project of the University of Melbourne, that is funded under the Victorian Department of Education and Training, Victorian Higher Education State Investment Fund in 2021. NorVicFoods will facilitate the transfer of knowledge from the University's diverse and creative academic staff, to agri-food enterprises in the Hume region of Victoria.

The project will be headquartered in Shepparton, but project collaborations are expected to extend across the Hume region, and elsewhere as required.

The NorVicFoods project is governed by a Project Control Board, and in time will be guided by a regionally-based advisory committee. The project has several significant industry collaborators.

1. Key Responsibilities

1.1 STRATEGIC PLANNING AND PARTNERSHIPS

- ▶ Lead the development and delivery of NorVicFoods project strategic plans.
- ▶ Lead the development, implementation and maintenance of strategies of key agri-food sector stakeholders across the Hume region, and other regions as relevant.
- ▶ Lead and oversee the call for expressions of interest from Hume based agri-food companies for working with NorVicFoods, in accordance with grant agreement milestone requirements.

- ▶ Work with the NVF Project Control Board and other senior staff to understand the contracted goals of NVF, and to develop strategic and operational plans to ensure the delivery of those and other goals and objectives.
- ▶ Using commercial skills and sector knowledge, work collaboratively with NorVicFoods and University staff to identify, drive and scope appropriate opportunities with new and existing stakeholders.
- ▶ Ensure consistent and transparent flow of information to the Project Control Board, highlighting and resolving potential issues and risks in accordance with contractual agreements and the University governance frameworks and cycles.
- ▶ Report to various stakeholders on progress within the NVF project and in the various NVF sub-projects.
- ▶ Work with senior University staff to strategically plan for the growth of the NVF project through leveraging existing and new resources.
- ▶ Maintain a deep and contemporary understanding of the agri-food sector in the Hume region including the opportunities and threats faced by organisations of different sized, in different commodity-based sub-sectors.
- ▶ Lead and oversee the engagement of interns in the Hume region to allow the project to deliver its contracted local employment objectives.

1.2 FINANCIAL MANAGEMENT

- ▶ Lead the overall financial management of the NorVicFoods project in partnership with the Project Control Board, the Faculty Business Development Director and University Shared Services including Finance and Research, Innovation and Commercialisation teams.
- ▶ Set monitoring plans and budgets, providing regular financial reports to the Faculty Executive Committee, NorVicFoods collaborators and the State Government as required.
- ▶ Develop, collate and consolidate data for monthly review of key performance metrics, including the use of Customer Relationship Management software.
- ▶ Work closely with University and Faculty Finance and Research Support teams in the administration of sub-project agreements and expenditure, including internship arrangements.
- ▶ Provide direction to staff on relevant expenditure matters relating to the project.

1.3 STAKEHOLDER MANAGEMENT, ENGAGEMENT AND MARKETING

- ▶ Act as the main point of contact of internal and external stakeholders on behalf of NorVicFoods, the Faculty and the University.
- ▶ Develop and implement engagement strategies.
- ▶ Identify and build strategic relationships with potential collaborators and partners.
- ▶ Develop and maintain a deep understanding of the region, its industries, opportunities and challenges.
- ▶ Build and maintain effective relationships with external and internal stakeholders in order to meet short and long term objectives and strategic goals for the NorVicFoods Project and ensure this is evaluated positively by key funders.
- ▶ Actively lead and contribute to the development of advisory structures.

- ▶ Lead and oversee planning and organisation of meetings, conferences, symposia, seminar series, exhibitions and related engagement activities for internal and external stakeholders and other participants.
- ▶ Promote NorVicFoods by implementing marketing strategies in collaboration with Marketing and Communication teams.
- ▶ Draft and lead the production and distribution of newsletters, reports to industry and other promotional documents as required.
- ▶ Understand University governance frameworks including process ownership between NorVicFoods, Faculty and Shared Services to ensure smooth functioning and delivery of planned outputs.
- ▶ Drive and support commercial engagement culture change through promoting new ways of working with stakeholders and partners.
- ▶ Develop, recommend and implement continual improvement initiatives to processes to ensure the NorVicFoods strategic objectives are represented.

1.4 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- ▶ Oversee and lead the day to day operations of the NorVicFoods team to ensure strategic objectives are met.
- ▶ Manage a team of professional staff in achieving goals and objectives.
- ▶ Manage contractual arrangements between the University and NorVicFoods collaborators and clients.
- ▶ Ensure effective oversight of projects.

1.5 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
 - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

2.1 ESSENTIAL

- ▶ A relevant postgraduate degree essential in a relevant discipline coupled with substantial commercial experience in a business development position.
- ▶ Demonstrated understanding of the strengths, weaknesses, opportunities and threats faced by agri-food industry in a region like Hume.
- ▶ Demonstrated experience in effective financial and strategic planning with a key emphasis on external engagement in the agri-food or closely related industry sector.
- ▶ A strong track record in generating new business and/or forging partnerships with agricultural corporations, government and related sectors through identifying and meeting their organisation's needs.
- ▶ Demonstrated experience in administration and reporting of complex projects.
- ▶ Proven experience in the development and project management of contract and sub-contract scheduled and/or with the practices and processes associated with protecting and commercialising intellectual property.
- ▶ Demonstrated experience in scoping, planning, negotiating and managing complex arrangements with commercial partners.
- ▶ Excellent relationship management skills evidenced by a well-established professional network in the Hume region within the agriculture sector.
- ▶ Demonstrated ability to work autonomously with independent decision making, informed by judicious consultation with senior University stakeholders.
- ▶ Demonstrated ability to represent the organisation at a senior level to external partners or stakeholders.
- ▶ Proven ability to constructively manage multiple and complex stakeholder relationships and competing priorities without losing momentum.
- ▶ Demonstrated experience in leading and facilitating teams and resources to respond to commercial opportunities.
- ▶ Demonstrated ability to function effectively and cooperatively in a dynamic, ambiguous and changing work environment.

2.2 DESIRABLE

- ▶ Proven experience working in a large, complex organisation similar to the University of Melbourne.
- ▶ Proven skills or awareness of the principles of selling and influential communication.
- ▶ Demonstrated experience working with students.
- ▶ Proven experience in working with community groups including people from culturally and linguistically diverse backgrounds.

2.1 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Executive Manager will lead the development and implementation of the NorVicFoods strategic plan and long-term goals. Within this framework, the position will drive the success of NorVicFoods as both a project, and in time as a collaborative entity, working with the Project Control Board. Although the Project Control Board has ultimate responsibility for the financial and human resources of NVF, the Executive Manager is expected to make independent decisions regarding the allocation of resources, and for developing and presenting recommendations to the Project Control Board for consideration and implementation.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Executive Manager will be confronted with a variety of diverse and complex problems requiring sound judgement and analysis to identify appropriate solutions. The position is expected to make independent and informed decisions regarding the management of resources and risks for which they are accountable, and to be able to develop alternative courses of action as required.

The position will demonstrate initiative and sound judgement and understanding of both internal and external environments while making decision, keeping strategic objectives at the forefront of any actions implemented. The Executive Manager will perceive and understand the impact and implications of decisions on NVF and will identify which decisions are appropriate in consultation with relevant stakeholders. The position will evaluate and present practical alternative solutions to a range of problems in financial, human and other resource areas.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Executive Manager will lead business development activities around NorVicFoods, with strategic and operational guidance from Senior Managers of the Faculty, and the Research, Innovation and Commercialisation teams. The position will be skilled and confident to approach new potential clients and strategic collaborators professionally.

The position will demonstrate sound and functional knowledge of financial and project management standards of practice, particularly with multi-party collaborative projects. The position will develop functional knowledge of academic and administrative policies and be able to collaborate with internal experts to interpret and implement policies and procedures. The position requires knowledge of the strategic direction, business and operations of the NVF as well as the financial and human resource policies of the University of Melbourne.

3.4 RESOURCE MANAGEMENT

The Executive Manager is responsible for the day to day running of NorVicFoods, ensuring the resource requirements are met. The position will be responsible for managing the budget in consultation with University Finance staff and within the parameters set by the funding agreement and University policies.

3.5 BREADTH OF THE POSITION

The Executive Manager will lead the development and implementation of strategic objectives within NorVicFoods, and will also support research, engagement and adoption activities in the Hume region. The position will build strategic partnerships and relationships with internal and external stakeholders.

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. *Other Information*

6.1 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES

<http://fvas.unimelb.edu.au/>

The Faculty of Veterinary and Agricultural Sciences is a leader in agricultural, food and veterinary science education and research in Australia.

The faculty comprises the Melbourne Veterinary School and the School of Agriculture and Food. The faculty operates across three campuses: Parkville, Werribee and Dookie. We acknowledge and pay respect to the traditional owners of the lands upon which these campuses are situated, the Wurundjeri and Boon Wurrung peoples and the Yorta Yorta Nation. In addition to education and research, the faculty operates a veterinary hospital at Werribee, a broadacre farm at Dookie, and an equine hospital in Shepparton.

As a faculty within the University of Melbourne, we share the core purpose of benefiting society, and the guiding aspiration to be a world-leading and globally connected Australian university with students at the heart of everything we do. We are dedicated to improving animal health, sustainable agricultural practice and food security through cross-disciplinary and collaborative research. Our focus on quality teaching spanning agricultural, food, and veterinary sciences, aims to equip tomorrow's leaders with the skills and knowledge to solve global issues. The faculty aspires to be the destination of choice in Australia and one of the finest in the world in the fields of agriculture, food, animal health and veterinary sciences for students, teachers, researchers, collaborators and investors.

Our research capabilities and expertise are focused on solving real-world problems and creating healthier and more productive communities and environments, both in Australia and globally. Interdisciplinarity and cooperation between our research disciplines underpin the faculty's One Health approach – recognising the inextricable link between human, animal, plant and environmental health. The faculty has particular research strengths in animal diseases, zoonotic infectious diseases, production animal systems (including dairy and red meat), animal welfare, soil and plant sciences, agricultural innovation and sensory food science. We have strong links with industry, policy makers, other research institutions and the wider community.

The faculty provides the only professional-entry veterinary medicine program in Victoria and offers one of the most comprehensive educational programs in agricultural and food science in Australia. Our programs range from custom-education short courses to masters courses and cover a wide variety of undergraduate and postgraduate subjects across agriculture, food, and veterinary science. Our flagship courses are the Bachelor of Agriculture, the Master of Agricultural Sciences, the Master of Food Science, and the Doctor of Veterinary Medicine.

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>