



Job Description – Executive Officer, Policy & Projects – Grain Producers Australia (GPA)

About Us

GPA represents Australia's grain producers on national policy and advocacy, working to deliver a more profitable, sustainable and globally competitive Australian grains industry. Our responsibilities include representing levy-paying growers under federal legislation on areas critical to their businesses – RD&E, biosecurity and grain product integrity/market access – to achieve these goals.

As a not-for-profit company limited by guarantee, GPA is governed by a board that's elected by members, representing the nation's major grain producing regions. GPA's national membership comprises direct producer members and members of State Farming Organisations, as represented by their Grains Councils. Elected leaders of these SFO's – backed by their professional staff – also represent the interests of their grain producer members on GPA's Policy Council and the various GPA sub-committees.

GPA manages projects to deliver shared benefits for members and empowers Australian grain producers with stronger policy and advocacy. GPA also collaborates strategically with other industry groups and organisations, and across government organisations, to achieve these shared outcomes.

About the Role

This role will be responsible for working closely with the GPA Chief Executive and our team of professional staff, members and partners, to provide important administrative/secretariat support for managing various committees and other key business areas, such as policy development and project delivery.

The role provides an exciting opportunity to apply existing skills and knowledge, and develop new ones, contributing to unique tasks and experiences. This currently includes supporting the delivery of current projects such as: farmer mental health, industry pesticide permits, autonomous farm machinery, farm safety, etc.

Central to this role is responsibility for providing administrative support for coordination of the GPA Policy Council meetings and record keeping for other GPA roles and sub-committees including Policy Managers, Biosecurity, Pesticides and Technology and National Mouse Group. Administration of these tasks includes:

- Coordinating meetings (in person and on-line), including scheduling, drafting and distributing agendas/papers/minutes – and use of templates/consistent branding/messaging;
- Recording meeting minutes as needed, including drafting, approval and final distribution;
- Ensure consistent and efficient use of technology for online meetings (Teams/Zoom);
- Maintaining accurate/current contact lists for GPA committees and meeting attendance;
- Developing new contact lists and database management support/maintenance, as needed.
- Support coordination of meeting follow-up/action items – including drafting and sharing materials.
- Support event and project coordination, as needed.

This role also provides opportunities to work on new projects and strategic initiatives, as they arise, in partnership with GPA members and other key stakeholders. The role also includes supporting policy writing and analysis, and related advocacy and communication initiatives, to try to influence positive change.

The suitable candidate must be a self-starter looking to gain valuable experience working in a national policy and advocacy role, engaging strategically with members, industry and government to build relationships and deliver key outcomes. Experience working in agriculture is important and the ability to collaborate, plan ahead, and work efficiently, to meet targets and deadlines. An ability to work pragmatically and efficiently within a team environment is also vital to the role – and flexibility. An understanding of the role's unique requirements – providing professional support working with volunteers, and the need to be organised and flexible, to respect their time and balance priorities – is also essential.

Skills and Experience

Good writing and communication and writing skills including accurate note-taking, for recording meetings and proofreading documents.

Strong basic computer literacy skills and ability to apply modern technologies, to support the coordination and delivery of administration tasks.

Strong time management skills; including planning/coordinating projects and strategic tasks/objectives.

Basic understanding of committee roles/administration/governance/representation/reporting processes.

Understanding of policy writing/analysis and project coordination and management (including grant writing) – valuable but not critical.

Basic understanding of policy development and advocacy, related to member/constituent representation.

Basic understanding of farm production – especially grains – and seasonal and market challenges (including supply and pricing for essential inputs).

Remuneration and Conditions

This is a contract role, with hours, conditions and payment to be negotiated, depending on skills and experience, with the right candidate. Flexibility to work from home is also important with some travel opportunities. An initial starting period can be followed by increased hours/commitment, on agreement by both parties.