APPENDIX B

Position Description

Victorian Farmers Federation

Job Title Policy Advisor – Farming Systems

Division Policy

Reports to General Manager Policy

Summary

The Policy Advisor Farming Systems is a member of the fast paced VFF Policy Team that is responsible for policy issues management, policy development and advocacy within the VFF. The Policy Advisor will assist the policy team to manage committees, maintain strong relationships with stakeholders and work to effect change at all levels of government.

The Policy Advisor will assist with the identification of emerging issues and trends and the development of strategies and priorities to support the interests of VFF members and all Victorian farmers in regards to farming systems policy, including: animal welfare, agricultural and veterinary chemicals, biosecurity and market access.

Advocating for and on behalf of members is a core function of the Policy Advisor role, as is managing and developing relationships with key stakeholders.

Key Duties and Responsibilities

a) Contribute to policy development projects, the identification of emerging issues, policy research and analysis, and the prioritisation of research and policy development.

b) Assist the preparation of submissions and engage with government and other stakeholders.

c) Manage VFF Member enquiries as directed by the General Manager Policy.

d) Provide policy advice to the General Manager Policy, Farmer Engagement team/Commodity Managers and members of the Victorian Farmers Federation.

e) In conjunction with the Policy Team contribute to the coordination of advocacy efforts to ensure there is consistent and effective presentation of the VFF's position to government and other stakeholders.

f) Communicate with VFF members and across the business in relation to policy issues and outcomes and ensure feedback is appropriately considered.

g) Coordinate with the Farmer Engagement and Promotions and Communications teams in the delivery of events and activities that benefit VFF members.

h) Other duties as directed by the General Manager Policy.

A commitment to the VFF values is required at all times by VFF Employees:

United	One voice, one team, one dream.
Effective	Delivering on a clear strategy, clear goals and outcomes and communicating them.
Professional	Treat others with respect, accountable, calm, skilled, honest, competent, positive, authentic, and dedicated.
Connected	Collaborate across the organization, in touch with our members, their issues and needs, strong, clear networks with relevant external organisations.
Innovative	Adaptable, modern, applying ideas across commodities, teams and members.

This includes compliance with relevant VFF policies, including the Code of Conduct, Personal use of Social Media and Media Contact policies.

Supervisory Responsibilities

This role generally carries no responsibility for supervising staff.

Key Selection Criteria

Experience and qualifications

a) Tertiary qualifications and/or demonstrated experience in agriculture, science, law, public policy or a related discipline. An understanding of farming systems will also be highly regarded.

b) Experience in a relevant policy role or practical farming systems experience would be highly regarded.

c) A demonstrated understanding of, or an interest in, the agriculture industry.

d) Ability to establish networks within the agriculture sector.

e) Excellent oral and written skills. This role requires the ability to convey complicated ideas and policy justifications to a number of audiences and a number of formats.

f) Demonstrated experience in a similar advisory capacity, within a complex issue-rich work environment will be highly regarded.

Competencies

a) To perform this job successfully, an individual must be able to perform each of the key duties and responsibilities satisfactorily

b) An affinity for or an interest in agriculture

c) As the role entails providing advice to VFF members regarding current and proposed projects, well developed consultation, communication and negotiation skills are required.

d) Excellent oral and written communications skills, including the ability to write succinctly

e) Strong time management, organisational and analytical skills

f) This role will entail liaising with executives, politicians, members and councilors, and involves the handling of confidential and sensitive information. The ability to maintain confidentiality and trust within the VFF is an absolute requirement for this role.

Occupational Health and Safety

Duties of employees

Employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Cooperating with measures introduced in the interests of workplace health and safety.
- Undertaking any training provided in relation to OHS
- Immediately reporting all matters which may affect workplace health and safety to their supervisor.
- Correctly using any information, training, personal protective equipment and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

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Employee (print name)

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Employee Signature **Date:** _____

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Employer/Supervisor/Manager (print name)

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Employer/Supervisor/Manager Signature **Date: _____**