

ROLE TITLE:	GENERAL MANAGER, POLICY	REPORTS TO:	CHIEF EXECUTIVE OFFICER
ROLE PURPOSE:			
<p>To conduct and manage high quality policy research and advice on areas affecting the Association's members and to oversee lobbying campaigns to deliver policy outcomes to the members</p> <p>To design, implement, and manage operating systems and procedures that produce high quality policy research and advice on issues affecting the Association's members. These systems and procedures need to recognise the strategic policy priority areas agreed by the Association and the delivery of agreed policy outcomes.</p>			

KEY RESULT AREAS	KEY ACCOUNTABILITIES
1. Design and implement a policy development systems and policy priorities	<ul style="list-style-type: none"> ▪ Introduce and develop improved systems and procedures to manage the workloads and outputs of Policy Division staff. ▪ Introduce and document effective methods and procedures (that have been approved by the Chief Executive) for staff and elected representatives to analyse and develop policy for the Association ▪ Document and implement effective methods (approved by the Chief Executive) for developing Strategic Policy Priorities by the elected structure that are then developed by policy staff for implementation by the Association (involving staff from Government Relations, Membership and Media Division).
2. Establish, monitor and improve policy development processes	<ul style="list-style-type: none"> ▪ Design, implement, and manage operating systems and procedures for policy staff to develop policy positions and strategies that address the issues of members; ▪ Establish and manage policy staff teams around the major issues being pursued by the Association; ▪ Delegate individual responsibility for monitoring and advising on policy issues in a manner that is understood by all staff and Executive Councillors; ▪ Design management systems to distribute policy work evenly across policy staff that avoids unreasonable individual work loads. ▪ Establish methods for allocating resources to priority policy issues ▪ Design and establish performance indicators for performance development process based on agreed outcomes to be achieved ▪ Design, implement, and manage systems to prepare and distribute meeting agendas for Annual Conference, Executive Council, Advisory, and Commodity Committee meetings.
3. Develop policy in strategic policy priority areas	<ul style="list-style-type: none"> ▪ Develop, manage and implement action plans for each strategic policy priority ▪ Allocate approved resources to implement the policy priorities.
4. Facilitate the transfer of information about policy areas to membership and Government Relations	<ul style="list-style-type: none"> ▪ Design, implement, and manage systems in conjunction with the Membership and Media Division to communicate the policy development work of the Association to members and key stakeholders (including the MSC, Intra-net policy briefs, On-line, In Focus, regional meetings); ▪ Design and manage systems to facilitate the lobbying of policy issues with Government Relations and the members of the Association
5. As a member of the Senior Management Team, contribute to the business and people management of the Association	<ul style="list-style-type: none"> ▪ Participate in the leadership of the Association through the development, implementation and public support of the Association's strategic plan ▪ Lead the management and development of Policy Division staff to ensure that individual capabilities and motivation to perform are maximised and to ensure the achievement of agreed outcomes. ▪ Model and lead the application of the Association's corporate values to support the change in organisational direction.

KEY INTERACTIONS (INTERNAL & EXTERNAL)	FOR WHAT PURPOSE
<ul style="list-style-type: none"> ▪ Chief Executive 	<ul style="list-style-type: none"> ▪ To ensure the Chief Executive is briefed on the implementation of agreed policy priorities, Advisory Committee issues and policy issues that are likely to affect the Association and its members ▪ To provide advise on improved systems and procedures to implement the Strategic Plan
<ul style="list-style-type: none"> ▪ GM Rural Services and Operations; & Media team 	<ul style="list-style-type: none"> ▪ To provide guidance and advice on articulating and interpreting policy content and the Association's agreed strategic policy priority areas ▪ To provide policy expertise, advice and resources in support of identified lobbying campaigns ▪ To participate in establishing mechanisms to exchange emerging information on policy issues ▪ To filter policy initiatives to the member base with a view to maintaining and increasing membership
<ul style="list-style-type: none"> ▪ GMs, Elected Reps 	<ul style="list-style-type: none"> ▪ To provide systems and procedures that ensure staff are capable of delivering up to the minute information and interpretation on policy issues. ▪ To ensure management systems are operating to effective service the Executive Council (and its Advisory Committees); the Commodity Committees; and the provision of policy advise to the Association's Senior Office Bearers;
<ul style="list-style-type: none"> ▪ Chief Financial Officer 	<ul style="list-style-type: none"> ▪ To provide information and reporting on the preparation and delivery of approved budgets and operational plans for the Policy Division
<ul style="list-style-type: none"> ▪ Human Resource 	<ul style="list-style-type: none"> ▪ To participate in establishing performance indicators and applying performance measures within the Policy Division ▪ To support leadership initiatives

POSITION DIMENSIONS	KNOWLEDGE & EXPERTISE
<ul style="list-style-type: none"> ▪ Operating budget: \$ to be determined 	<ul style="list-style-type: none"> ▪ Extensive experience and demonstrated capability in driving and managing policy research, development and representation ▪ Demonstrated capability to influence at the highest levels of government and the private sector ▪ Demonstrated capability in managing staff capable of presenting clearly articulated and persuasive policy ideas and arguments ▪ Highly effective written and oral communication skills ▪ Extensive knowledge of issues paramount to the rural sector and to farming enterprises ▪ Extensive knowledge of government and its processes ▪ Effective oral communication skills ▪ Demonstrated project management capability ▪ Demonstrated people management capability ▪ Highest standard of integrity and professionalism in all actions, relationships and decision making consistent with the requirements of the Association and the law ▪ Tertiary qualifications in a relevant discipline, e.g. Law, Policy, Business or Agriculture