Position

Title: Regional Manager

Position reports to: DairySA Chair (strategy) and Manager, Regional Services (operations and team)

Business unit: Farm Profit and Capability, Dairy Australia

Sub-unit: Seconded to DairySA

Number of direct reports: 3.0 FTE

Number of indirect reports: TBC

Position

The DairySA Regional Manager will manage a high performing remote team and provide strong experienced contemporary leadership, coaching and support to create an enabling environment and quality team culture. The position will support the DairySA Board in the development of the strategy, annual operating plan (AOP) including budgets and governance. The Regional Manager will also be responsible for providing industry leadership in the region and delivering on the DairySA strategy and AOP.

The Regional Manager will actively lead the DairySA team to add value to the dairy industry by supporting the regional adoption of desired on-farm practices, extending the influence of Dairy Australia and DairySA through farmer networks within the region and successful partnering across the industry to meet these outcomes. The successful candidate will advise and support the DairySA Board in developing the regional strategy and AOP and provide robust leadership for the team to deliver on the AOP and relevant industry services. The Regional Manager will support the capability development of the team enabling them to coordinate and deliver industry programs and projects, along with enhancing their engagement with the farming community and industry stakeholders.

Accountabilities

Team Management and Development

- To remotely lead the team, including coaching and mentoring, to deliver a consistently high standard of services with farmers, service providers and other relevant professionals
- To create and maintain a strong remote team culture that supports the development and performance of the regional team
- To monitor and review the performance of the team against agreed goals and objectives aligned to the AOP
- To identify and support team members’ professional development needs.

Board Governance

- To provide executive support to the DairySA Chair and Board including the preparation of Board reports
- To ensure Board compliance with all governance and regulatory requirements
- To manage business risk to ensure the necessary policies and procedures in place.

Relationship Management

- To build an exemplary rapport and trusted relationships with the team
- To build strong stakeholder relationships with the Chair, directors, local farmers and farmer groups, government agencies and service providers to ensure the needs of the farming community are met
- To proactively build and sustain constructive and collaborative working relationships across the wider Dairy Australia organisation including the teams at Southbank and other dairy regions
To develop, maintain and manage successful relationships with service providers, NCDE partners, researchers and research institutions and, regional authorities
To ensure delivery on the regional plan and national projects
To professionally represent DairySA in alignment with Board directives and charter, and organisational objectives.

Planning
- Support the Board in the development, review and delivery of a strategic plan for the region
- To develop and implement an agreed AOP to meet the regional priorities and coordinate resources for the best outcome for farmers
- To ensure a robust system is in place for determining and reporting on farmer’s regional priorities
- To present a regional perspective in the development and implementation of Dairy Australia’s national projects
- To accurately and promptly report any identified or emerging issues facing farmers in the region.

Financial Management
- To prepare, monitor, manage and report against the regional budget
- To manage all project funding
- To identify opportunities for securing external funding where this aligns with regional plans.

Service delivery and project management
- To achieve agreed extension and service outcomes and targets as per the regional plan and national strategies
- To monitor and manage delivery of regional projects as per the AOP
- To proactively engage with the Southbank team to understand national plans and priorities, foster collaboration, and determine how these impacts and align with regional plans
- To prioritise and deliver an appropriate mix of targeted extension events and industry services by guiding and supporting the activities of the regional team, e.g. groups, field days, demonstration events, seminars and education events.

Reporting and Communication
- To report to the Manager, Regional Services on planning, performance, team management and professional development
- To report to the DairySA Chair on all matters pertaining to the DairySA Board governance and strategy
- To report to the DairySA Board as required including financial reporting and preparation of Board reports
- To immediately inform the Chair of DairySA of any reputational risks in the region that could impact DairySA or Dairy Australia
- To ensure all organisational reporting requirements are met
- To prepare an Annual Operating Plan and budget
- To support the preparation and delivery of the regions marketing and communication plan enhancing collaboration with the Southbank marketing and communication team
- To manage the production of reports required and directed
- To support building the image and reputation of DairySA and Dairy Australia in the region.
### Specific position requirements

#### Experience, knowledge and abilities

**Experience**
- Tertiary qualification in agriculture, commerce, natural resource management or other tertiary qualification
- Extensive agribusiness, extension experience or educational experience working with people
- Demonstrated understanding of the dairy industry and issues relevant to dairying in the region.
- Proven management and/or team leadership with experience in, or capability of, leading a remote team
- Experience in strategic planning
- Substantial experience working with a wide range of stakeholders, including strong networking and relationship building and management skills
- Skills in communications and presentation
- Ability to provide executive support to the Board and an understanding of the principles of corporate governance financial literacy and the ability to develop and manage a budget.

#### Key working relationships

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team</td>
<td>Farmers and farmer groups</td>
</tr>
<tr>
<td>Chair</td>
<td>South Australian Dairy farmers Association</td>
</tr>
<tr>
<td>Directors</td>
<td>Dairy manufacturers</td>
</tr>
<tr>
<td>Manager, Regional Operations</td>
<td>Service providers</td>
</tr>
<tr>
<td>Other Regional Managers</td>
<td>Department of Primary Industries</td>
</tr>
<tr>
<td>Southbank teams</td>
<td>Dairy Learn education providers</td>
</tr>
<tr>
<td>Contractors</td>
<td>Other relevant state government organisations</td>
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<tr>
<td></td>
<td>Local government organisations</td>
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<tr>
<td></td>
<td>Funding bodies, e.g. SA Dairy Industry Fund</td>
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</tbody>
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#### Role Challenges

- Remote team management
- Supporting and facilitating a team culture within a remote workspace
- Understanding and working within dual reporting lines
### Regional Manager

#### Dairy Australia – Position Description

**Behavioural Competencies**

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Instils teamwork and cooperation</td>
<td>Encouraging active participation and cooperation within the team. A skill for building successful relationships to ensure support and collaboration. Builds positive and proactive team culture.</td>
</tr>
<tr>
<td>Strategic management</td>
<td>Evaluating data to gain business insight, with the ability to analyse multiple processes and systems simultaneously</td>
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<tr>
<td>Methodical approach and strong prioritisation and organisation skills</td>
<td>The ability to identify possible problems or stumbling blocks, employs a process of breaking complex tasks into manageable segments</td>
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<tr>
<td>Exemplary problem-solving skills</td>
<td>The ability to identify the cause and effects of problems in the workplace, including highly skilled in analysing existing information to come up with appropriate solutions</td>
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<tr>
<td>Creative thinking</td>
<td>Utilising existing knowledge to develop original ways of working, in addition to working with others to brainstorm original, mutually beneficial solutions</td>
</tr>
<tr>
<td>Commitment to excellence</td>
<td>Actively seeking new ways of working and new way to support the organisation to improve productivity</td>
</tr>
<tr>
<td>Sound written and verbal communication</td>
<td>Ability to convey information verbally and in writing to foster, encourage and facilitate open communication</td>
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</tbody>
</table>

**Flexible Working Opportunities available for this role:** (this assessment is based on factors such as the type of activities the role performed, systems required to be used to perform the role etc. Discussions with manager are required to validate before flex working commences)

- ✔ Remote Working
- ✔ Early start/early finish
- ✔ Part-time
- ✔ Job-share