

## Position description

**Title of position:** General Manager

**Reporting to:** Managing Director

### Overview:

The General Manager leads the team responsible for delivering AWRI's platforms for sharing up-to-date technical knowledge and assisting the Australian wine industry to adopt and implement the latest evidence-based practices.

### Qualifications:

Tertiary qualifications in science, preferably in viticulture and/or oenology are required for this position. Qualifications or training in management would also be highly valued.

### Experience:

Demonstrated experience in managing complex and diverse teams is required for success in this role. Significant experience in technical aspects of viticulture, oenology and the global wine industry, with demonstrated understanding of the Australian grape and wine industry, is also required.

### Principal accountabilities

1. Contributes to the improvement of the quality and sustainability of Australian wine by leading and supporting the team responsible for AWRI's technical, educational, practice change, and regional support services including:
  - a. Helpdesk
  - b. Agrochemicals permitted for use in Australian viticulture
  - c. Extension and practice change
  - d. Behavioural science
  - e. Library, information services and knowledge management
  - f. Fee-for-service extension and educational programs
  - g. Event management
2. Nurtures the growth, advancement, welfare, development and performance of members of the team.
3. Coordinates extension, adoption, education and communication activities effectively at a national and regional level to ensure AWRI's activities are highly effective and valued by the Australian wine sector.

4. In conjunction with other members of the Executive Management Group, takes responsibility for ensuring delivery of activities and outcomes outlined in AWRI's strategic plan.
5. Advises on the direction of extension, adoption, practice change and education activities for the Australian wine sector and the AWRI.
6. Continues to review and improve existing fee-for-service educational and extension programs and services and develop further offerings, consistent with goals of the AWRI strategic plan.
7. Prepares and takes responsibility for operating and capital budgets and forecasts for the team, as required.
8. Acts as a member of the AWRI's Executive Management Group (EMG) and contributes to the overall effective leadership and management of the AWRI.
9. Represents the AWRI and its interests at various international, national and regional industry and stakeholder forums, committees and meetings.
10. Acts as a conduit between the EMG and the team to ensure that information and knowledge flows effectively both ways.
11. Promotes and upholds AWRI values and behaviours.
12. Accepts that all Intellectual Property, Patents and discovery arising during the course of employment at the AWRI remain the property of the AWRI.
13. Undertakes other duties as directed by the Managing Director.
14. Promotes the general well-being of the AWRI by ensuring that all contact with clients, staff or the public is performed in a professional and confidential manner.

**Person specification:**

1. A significant track record of successful, people-focused leadership of complex and diverse teams and activities.
2. Superior communication skills and emotional intelligence.
3. Qualifications in science, preferably viticulture and/or oenology.
4. Practical understanding and significant experience in technical aspects of viticulture, oenology and the global wine industry, with demonstrated understanding of the Australian grape and wine industry.
5. Ability to work and communicate successfully and effectively within a multi-disciplinary environment and across research and industry groups.
6. Ability to maintain effective internal and external working relationships.

### **Workplace Health and Safety responsibilities:**

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.

Managers/Team Leaders are responsible for the implementation of WHS in their area of control, including to:

1. Support, encourage and enforce the application of WHS by their employees.
2. Ensure that all relevant WHS policies, procedures and systems are implemented.
3. Ensure that all hazards are identified and controlled as far as is reasonably practicable, and that the control measures are monitored and reviewed.
4. Provide employees and students with adequate information, instruction, training and supervision to maintain their health, safety and welfare.
5. Ensure employees are consulted regarding changes to the workplace or work practices that may affect their health, safety or welfare.