POSITION DESCRIPTION

Title of Position: Executive Officer – Sustainable Winegrowing Australia

Reporting to: Sustainable Winegrowing Australia Advisory Board (program strategy and delivery oversight)
General Manager – Engagement and Sustainability (line manager)

Overview:
The Executive Officer – leads and manages the Sustainable Winegrowing Australia program.

Qualifications:
Preferred tertiary qualifications in Viticulture/Oenology, Environmental/Sustainability Policy and/or Management, with postgraduate qualifications well regarded.

Experience:
The Executive Officer will bring senior-level experience appropriate to leading a national, multi stakeholder sustainability program operating within a complex governance environment. This is a hands-on leadership role requiring both strategic capability and operational delivery.

Essential experience includes:
- Senior leadership experience in a grape and wine sector, sustainability, or member-based organisations;
- Demonstrated experience operating within, and reporting to, a Board and working effectively with a Chair;
- Developing and delivering strategic and annual operating plans;
- Proven capability in financial management, budgeting and reporting;
- Managing programs or initiatives that involve assurance, certification, data and compliance frameworks;
- Engaging with, and balancing competing demands of diverse stakeholders across industry, government, and service providers;
- Delivering programs though influencing and leading virtual teams and working groups;
- Operating in a complex governance or partnership environment.

Desirable experience includes:
- Management in the grape and wine sector, broader agriculture, food, or natural resource management;
- Experienced in working with and developing ESG frameworks, sustainability reporting, certification or assurance systems;
- Supporting market access, trade or customer-driven sustainability requirements;
- Managing service providers or delivery partners.

Principal accountabilities
The Executive Officer is responsible for the day-to-day leadership and management of the Sustainable Winegrowing Australia program, delivering the Board-approved strategy and Annual Operating Plan (AOP), and supporting the Board and Sustainable Winegrowing

Oversight Resourcing Direction (SWORD) in fulfilling their governance and oversight responsibilities.

Key accountabilities:
Program leadership and delivery
- Lead the development and implementation of the Sustainable Winegrowing Australia Strategic Plan and annual operating plans (AOPs); and clarify program priorities, in collaboration with the Sustainable Winegrowing Australia Advisory Board;
- Ensure the program remains fit for purpose, credible and responsive to sector and market needs;
- Drive continuous improvement of the program, including usability, cost effectiveness and member value;
- Position the Australian grape and wine sector as leading globally in sustainability practices.
- Monitor global sustainability trends, and approaches to industry standards and tools so that Sustainable Winegrowing Australia delivers sustainability impact, and remains internationally competitive;
- Ensure member services, tools and support are delivered to a high standard.

Governance support and reporting
- Support the Independent Chair and Advisory Board to enable effective governance and high-quality decision-making;
- Prepare timely, accurate and relevant reports for the Board and SWORD, including performance, risks and emerging issues;
- Implement Board and SWORD decisions and recommendations;
- Maintain appropriate program policies, procedures and delegations consistent with governance requirements within the AWRI operational environment.

Financial management and risk
- Manage the program budget in accordance with SWORD-approved allocations;
- Monitor financial performance and ensure accurate and transparent reporting;
- Maintain and manage the program risk register and ensure mitigation strategies are implemented;
- Ensure appropriate internal controls, contracts and compliance arrangements are in place, and a willingness to work with internal audit with a spirit of constructive improvement.

Certification, data and trust mark management
- Oversee the effective operation of certification, assurance and audit arrangements;
- Ensure data governance policies, systems and processes are implemented and maintained;
- Manage trust mark administration in accordance with approved rules of use, and manage certification quality and address non-compliance issues;
- Identify and escalate any material compliance or reputational issues to the Chair.

Stakeholder engagement and representation
- Build and maintain strong, collaborative relationships with Australian Grape and Wine Inc., AWRI, Wine Australia and other key stakeholders;
- Engage with members, industry bodies, government agencies and service providers – with the particular aim to increase and retain program membership;
- Manage effective relationships with third-party auditors
- Represent Sustainable Winegrowing Australia at sector forums, advisory committees and events as required;
- Support the delivery of educational programs/resources to support member adoption, and collective sustainability impact;
- Support stakeholder confidence in the integrity, credibility and value of the program;
- Lead the preparation of an annual impact report demonstrating program outcomes, and sharing member stories of progress and lessons learnt.

People, providers and capability
- Coordinate and manage other AWRI staff and contractors supporting the program;
- Manage relationships with delivery partners, service providers and suppliers;

- Foster a professional, inclusive and high-performing culture;
- Ensure appropriate capability development, succession planning and continuity of operations.

Person specification
The successful candidate will demonstrate the following attributes and capabilities:
Leadership and judgement
- Strong strategic leadership combined with practical delivery capability;
- Sound judgement and the ability to operate effectively in a complex and sometimes ambiguous environment;
- High levels of integrity, professionalism and accountability.
Governance and stakeholder capability
- Strong understanding of governance principles and the respective roles of Boards and management;
- Ability to work constructively with a Chair, Board and SWORD oversight bodies;
- Excellent stakeholder engagement, influencing and written and verbal communication skills.
Commercial and operational acumen
- Strong business acumen and financial literacy;
- Ability to manage competing priorities and deliver outcomes within agreed resources;
- Experience establishing and maintaining effective systems, processes and controls.
Sector and sustainability orientation
- Commitment to sustainability and continuous improvement;
- Drive to lead industry transformation programs;
- Ability to understand and respond to evolving ESG expectations and market requirements;
- Capacity to translate complex technical or sustainability concepts into practical, accessible guidance for industry.
Personal attributes
- Collaborative, respectful and solutions-focused approach;
- Resilient, adaptable and comfortable sitting with ambiguity while working in a high-accountability role;.
- Capacity to influence and engage nationally and represent the program with credibility and energy.

Workplace Health and Safety Responsibilities:

Employees 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.

7. Maintaining psychological safety for colleagues as well as for self.

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.