



Ferment Tasmania CEO Position Description

The primary purpose of the role is to develop and implement initiatives to grow the Ferment Tasmania cluster. It will provide market leading, specialist and strategic advice to the Board. It will be responsible for the stakeholder relationships across the cluster. The CEO is responsible for the successful leadership and management of Ferment Tasmania according to the Strategic Direction set by the Board of Directors and will ensure the provision of quality executive support and governance and reporting of the Ferment Tasmania projects as part of the cluster. This role is not limited to one person exclusively and we are happy to consider alternative proposals to achieve our goal to build Ferment Tasmania into The global centre for fermentation.

The successful applicant will provide...

Leadership

- With the board of Directors, implement the vision and strategic plan for the Ferment Tasmania Cluster.
- Act as a professional advisor to the Board of Directors on all aspects of Ferment Tasmania's activities.
- Provide leadership in entrepreneurial activities.
- Be an effective manager of Ferment Tasmania employees and contractors, strategic partners and triple helix cluster partners.
- With the Chairperson, act as a spokesperson for Ferment Tasmania and represent Ferment Tasmania at industry and partner functions to enhance and build the profile of the organisation.

Operations Planning and Management

- Execute the Business Development Plan by developing annual action plans to deliver the strategic outcomes as determined by the Board of Directors.
- Set and monitor the operational goals and income targets.
- Oversee efficient and effective day-to-day operations of Ferment Tasmania
- Ensure expectations of Ferment Tasmania stakeholders are met.
- Draft operational policies and recommendations for approval by the Board and prepare procedures to implement the organisational policies, to be reviewed annually
- Provide support to the Board by preparing meeting agenda and supporting materials
- Possess sound understanding of the Cluster Economic Development Model including resource efficiency, impact analysis, cluster evaluation and innovation enabling factors, lifecycle management and key enabling technologies.

Program Management and Delivery

- Oversee planning, implementation and evaluation of Ferment Tasmania's programs and member services and monitor day-to-day delivery of these programs and services to ensure good brand alignment and delivery.
- Establish a viable membership base for Ferment Tasmania.
- Identify and build productive relationships with business partners to ensure Ferment Tasmania is offering an innovative edge.



- Identify and evaluate business trends/needs and use this information to set and review Ferment Tasmania objectives.
- Implement and oversee the planning and execution of special projects and events benefitting Ferment Tasmania, its members and/or strategic partners.

Human Resource Management

- Establish a positive and healthy, safe working environment complying with all legislation for staff, members, clients and visitors.
- Recruit staff as needed with the technical and personal skills as needed and ensure appropriate induction, orientation and training is provided.
- Coach and mentor and up-skill staff as appropriate and discipline using appropriate techniques as required.

Finance and Risk Management

- Work with the staff and Board (Treasurer) to prepare a comprehensive annual budget.
- Work with the Board to develop a sustainable funding model to ensure adequate funding for Ferment Tasmania's operations and develop income generating activities and seek grants and other sources of income as required.
- Administer the funds of Ferment Tasmania according to the approved budget and monitor the monthly cash flow of the organisation.
- Ensure sound bookkeeping and accounting procedures are followed.
- Provide the Board with monthly financial reporting on revenue and expenditure against budget.
- Ensure Ferment Tasmania complies with all legislation covering taxation, financial accountability, insurance and other statutory obligations of Ferment Tasmania and its Board of Directors ensuring the Board understands the limitations of the insurance.
- Ensure compliance with Grant reporting requirement and milestones are met.

Communication/Advocacy

- Develop and implement a communication strategy and ensure relevant and regular communication with the Ferment Tasmania Board, main stakeholders, members and the community to keep them informed of Ferment Tasmania's ongoing work.
- Implement a formal customer relationship management system and ensure it is kept up to date and secure.
- Establish good working relationships and collaborative arrangements with all those involved in Ferment Tasmania and the wider community.

Skills and Experience

The ideal candidate(s) for this position will be able to demonstrate that they possess the following leadership, business management, economic development and cluster expertise and experience, including but not limited to:

LEADERSHIP skills:

- Strong leadership skills with ability to communicate vision
- Good human resource management skills and experience managing a team



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- Inspires and develops others, playing to their strengths
- Collaborative leadership style who builds relationships easily.

BUSINESS AND ENTREPRENEURIAL skills:

- Business and commercial acumen
- Strong customer focus
- Project management experience
- Proven financial management skills
- Strong marketing skills and experience
- Proven competence in event management
- Strong negotiation skills
- Broad understanding of governance
- Proficiency in the use of computers in areas such as financial management and database management.

ECONOMIC DEVELOPMENT skills:

- Well respected with extensive networks in the Cluster, Agriculture, Agri-food, Government, Academia, and Skills and Training areas
- Management of a membership based organisation
- Policy development experience,

PERSONAL attributes:

- Effective listener with excellent communication skills: written, verbal and digital
- Strategic thinker
- Good problem solver
- Highly organised with good attention to detail
- An open honest communicator and transparent in dealings and actions, acting with integrity, valuing diversity, managing self, instilling trust in others and demonstrating personal resilience.