



Australian Government
**Grape and Wine Research and
Development Corporation**

**GRAPE AND WINE RESEARCH AND
DEVELOPMENT CORPORATION**

GENERAL MANAGER BUSINESS AND STRATEGY

JOB & PERSON SPECIFICATION

FEBRUARY 2010



JOB SPECIFICATION

POSITION: GENERAL MANAGER – BUSINESS AND STRATEGY

REPORTS TO: CHIEF EXECUTIVE OFFICER

Key objectives

The General Manager Business and Strategy (GMBS) is responsible for ensuring that the Grape and Wine Research and Development Corporation (GWRDC) has in place appropriate legal, governance, human resources and communications arrangements to meet its operational requirements and ensure appropriate and effective business operations.

Key responsibilities

- developing and advising the Board and CEO on overall business strategy and corporate communications and devising and implementing appropriate arrangements;
- advising the Board and CEO on corporate governance issues and implementing appropriate arrangements;
- legal management of the GWRDC's affairs including contract management;
- ensuring the Board and staff comply with all aspects of relevant Acts and that GWRDC has appropriate processes and procedures in place for compliance;
- internal policy including review and implementation of appropriate internal policies and procedures;
- contributing to statutory documents including Annual Operational Plan and Annual Report;
- management of GWRDC Program 1 under the 5 Year R&D Plan 2007-2012;
- performance evaluation including project investment and business performance evaluation;
- leading a small multi-disciplinary team and coordinating the large R&D function.



JOB SPECIFICATION

Business strategy and policies

General GWRDC policies and procedures

- developing, enhancing and/or instituting new policies and procedures;
- ensuring policies are implemented throughout the organisation;
- developing and implementing appropriate reporting frameworks;
- making recommendations to the Board.

General government correspondence

- contributing to the GWRDC's responses to the Australian Government regarding general policy reviews including responses as part of the formal consultation process under the CAC Act;
- drafting responses as necessary to the Minister or other government departments;
- drafting answers to Questions on Notice as required.

Legal management

Responsible for all aspects of GWRDC's legal affairs including contract management and encompassing :-

- reviewing all contracts and drafting new/amendments to clauses as necessary;
- reviewing all letters of offer (eg for travel, workshops and reviews, honours scholarships and offers) under the GWRDC's funding programs;
- preparing and reviewing general consultancy agreements;
- developing new agreements as required (eg PhD scholarship) and ensuring application and assessment forms are standardised and appropriate;
- liaising with external legal service provider (Finlaysons) as required to:
 - conduct negotiations with research organisations;
 - general contract management issues including, in particular, agreements with Australian Wine Research Institute (AWRI) and National Wine and Grape Industry Centre (NWGIC).

Performance evaluation

Together with other GWRDC staff, responsible for :-

- monitoring, developing and instituting appropriate performance evaluation and reporting frameworks for GWRDC business operations and project investments.



JOB SPECIFICATION

Project management

- primary responsibility for management of GWRDC's Program 1 Market and Consumer Understanding under the 5 Year R&D Plan 2007-2012;
- Australian Wine Research Institute (AWRI) Project Committee representation :-
 - reviewing non-science components within quarterly progress reports (eg intellectual property and commercialisation arrangements);
 - attending quarterly meetings with GWRDC R&D Manager.

Human resource management

- ensuring compliance with legislation and implementation of appropriate policies and procedures;
- leading a small multi-disciplinary team and conducting appropriate annual performance evaluation of this team in accordance with GWRDC's General Terms and Conditions of employment;
- coordinating activities of the corporation's program management team.

Corporate communications

- oversight of the strategic communications functions of the GWRDC.

General

- contributing to an office environment which is people-oriented, non-discriminatory, safe, healthy and highly productive;
- developing and fostering the Corporation's Code of Conduct.

Key relationships

Chief Executive Officer, Chairman and other Directors, wine industry organisations, federal and state ministers, government officers and ministerial staff, research agencies, research advisory bodies, other R&D corporations, suppliers of goods and services to the GWRDC, professional associations of the GWRDC.



PERSON SPECIFICATION

Qualifications

Tertiary qualifications in business management, finance or other applicable fields.

Experience

- extensive experience in a senior legal, governance or general business management position responsible for strategic and/or operational management;
- significant experience in a senior business administration role;
- substantial experience in strategic planning;
- broad experience in and awareness of modern human resource management practices.

Personal qualities / skills / competencies

- excellent interpersonal skills, including oral and written communication, representation, stakeholder management, negotiation, persuasion, conflict resolution and active listening;
- outstanding people management and leadership skills;
- high level report writing skills;
- high level conceptual and analytical skills;
- high level judgment and decision making skills;
- ability to develop program management strategies to support the GWRDC's core business;
- considerable competence in using office computer applications;
- considerable capacity to operate effectively under pressure;
- commitment to quality management principles and procedures;
- commitment to the promotion of a culture of continuous improvement and efficiency;
- ability to develop relationships based on honesty, integrity and trust;
- ability to maintain confidentiality and sensitivity in regard to information and relationships;
- ability to work with others effectively and to foster initiative among members of a small multi-disciplinary team;
- high energy, enthusiasm and ambition;
- warmth and a good sense of humour.



HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed by e-mail 12454@hender.com.au

Telephone enquiries are welcome and may be directed to Gill Manser on (08) 8100 8825.

Please Note

Your application will be automatically acknowledged by a return e-mail.