



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

**GRAPE AND WINE RESEARCH
AND DEVELOPMENT CORPORATION**

**CHIEF EXECUTIVE
(EXECUTIVE DIRECTOR)**

JOB & PERSON SPECIFICATION

JUL 2010

POSITION DESCRIPTION

POSITION TITLE : CHIEF EXECUTIVE (EXECUTIVE DIRECTOR)

REPORTS TO : BOARD OF DIRECTORS

Introduction

The Grape and Wine Research and Development Corporation (GWRDC) was established by the Australian Government in 1991 to invest in research and development on behalf of the wine industry and the Australian Government. The key function of the Corporation is to identify and fund priority areas of research, development and extension with the objective of improving the efficiency, competitiveness and profitability of the wine industry by improving the production, processing, storage, transport and marketing of the industry's products.

The GWRDC is responsible for the development, implementation and management of a five year R&D plan which sets objectives and priorities, outlines strategies and generally provides a longer term national framework for R&D in the wine industry. The GWRDC is also responsible for administering the annual R&D funding available to the industry. The projected budget for 2009-10 as reported in the Annual Operational Plan is \$26.221m.

The Board is seeking a suitable person to fill the position of Executive Director. As well as being the Chief Executive of the Corporation, the Executive Director will be a member of the Board. Accordingly, a person of the highest calibre is sought to manage the Corporation and both complement and enhance the existing expertise of the Board.

The Corporation's office is located at 67 Greenhill Road, Wayville, South Australia.

Key relationships

The Executive Director will report to and be a member of the Board of the Corporation and will supervise a staff of eleven. The role involves close interaction with industry, government, universities, research institutions and commercial organisations.

Special conditions

The position involves intrastate and interstate travel and out of hours work.

POSITION DESCRIPTION

Responsibilities

The Executive Director will be responsible for :-

- providing overall leadership of the GWRDC;
- development of the Corporation's 5 Year R&D Plan and the Annual Operational Plans;
- fostering a strong relationship between the Corporation and stakeholders from industry, research institutions and government;
- managing general operations for the delivery of strategic targets;
- optimising the investment portfolio to meet short and long term objectives;
- financial management of the GWRDC;
- reporting to the Board and contributing to their deliberations;
- all aspects of human resource management;
- liaising with other investment bodies to ensure research efforts are optimised;
- promoting the role of R&D within the industry, stakeholders, and the community generally;
- ensuring that the results of R&D projects and programs are disseminated for uptake by the industry;
- effectively representing the GWRDC in a broad range of forums.

PERSON SPECIFICATION

Qualifications

It is anticipated that the Executive Director will have tertiary qualifications in an appropriate and applicable field.

Capabilities

This role requires :-

- highly developed strategic thinking and analysis;
- exceptional interpersonal skills;
- highly effective communication skills;
- demonstrated initiative;
- well developed management capabilities;
- extensive leadership skills and the ability to direct and motivate others;
- proven capacity to proactively identify, manage and foster effective relationships with a diverse group of stakeholders;
- high level analytical and priority setting abilities;
- well established negotiation skills;
- proven aptitude for business processes and practices.

Knowledge

Knowledge of the following is beneficial but not essential :-

- the Australian R&D environment;
- administration of research and development;
- Australian Government processes;
- the Australian wine industry.

PERSON SPECIFICATION

Personal attributes

The following attributes will be critical for successful performance :-

- ability to develop relationships based on honesty, integrity and trust;
- ability to work with others effectively and to foster initiative among members of a small multi-disciplinary team;
- willingness and ability to develop quality management strategies/initiatives to support the GWRDC's core business;
- commitment to quality management principles and procedures;
- positive and proactive outlook/approach;
- warmth and good humour.

HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed by e-mail to 12915@hender.com.au

Telephone enquiries are welcome and may be directed to Andrew on (08) 8100 8836 or Gill Manser on (08) 8100 8825.

Please note

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