



## OzHarvest | Job Description

<b>Position Title</b>	<b>State Manager – Victoria and South Australia</b>
<b>Job Purpose</b>	<p>The State Manager’s role is to lead, drive and oversee all aspects of OzHarvest’s Culture, People and Operations Victoria and South Australia to ensure the establishment, improvements, smooth operation, and sustainable growth of OzHarvest in the regions.</p> <p>Key Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Culture and people in Victoria and South Australia</li> <li>• Team capability through recruitment, induction, development, coaching and performance.</li> <li>• Effectiveness, alignment and embedding of operational strategy, with targets and goals.</li> <li>• Maintaining a safe work environment.</li> <li>• The management of costs and budgets with the CFO support</li> </ul>
<b>Reports to</b>	Head of Operations
<b>Location</b>	Adelaide, South Australia or Melbourne, Victoria and site visits as required to fulfil the role
<b>Employment</b>	Full-Time

### Key Relationships

**Internal:** Head of Operations (HOO), State Managers, Head Office Team, Victoria and South Australia Office Staff and Drivers, Interstate team members, Volunteers

**External:** Financial and Food Donors, Strategic Partners, Food Recipients, Key Suppliers, Service Providers, and Contractors

### OzHarvest’s Purpose

Our purpose is to Nourish our Country.

- OzHarvest is committed to rescuing surplus food to feed people in need and help the environment
- OzHarvest is committed to educating the general public and our clients about food waste, nutrition and living a healthier lifestyle
- OzHarvest is committed to engage with the community to maximise our impact

To achieve this purpose OzHarvest prides itself not only on being logistics experts but also having an exceptional ‘customer and community service’ focus.

### Personal Specifications

#### Qualifications

- Formal qualifications or relevant experience in business administration, logistics and project management desirable
- Current driver’s licence (essential)
- Covid Vaccination (2 doses)



### ***Personal Abilities and Aptitudes***

- A strong commitment and enthusiasm towards the vision of OzHarvest
- Energetic, positive and proactive attitude
- Action-orientated and driven to achieve results
- Excellent communication skills and the ability to build and maintain relationships
- Innovative, creative and act with initiative and flair
- Ability to coordinate teams in a time pressured environment
- Demonstrated drive to implement best practice solutions
- Great organisational skills and the ability to prioritise tasks and time manage
- Flexible and highly responsive
- Dependability and accountability

### ***Skills, Knowledge & Experience***

- Minimum 5 years' leadership or supervisory role
- Exemplary leadership skills and experience with an HQ and State based org
- Experience working alongside volunteers
- Experience in logistics and/operational management
- Strong project management capability in managing multiple, complex projects
- Experience in events, fundraising, marketing and communications
- Ability to engage with and nurture relationships with our corporate sponsors
- Database management experience
- Budget and financial management experience
- Excellent administrative and business management skills

### **Key Duties and Responsibilities**

#### **Key Responsibility Area 1 – Strategy and Growth**

- Maintain a vision for the growth and reach of OzHarvest and its strategic plans
- Establish optimal strategic structure, support and staffing for Victoria and South Australia
- Implement the strategic plan and growth of Victoria and South Australia
- Develop the business plan for sustainable growth, set targets and remove obstacles
- Recruiting, training and coaching key roles for strategic growth
- Develop and maintain relationships with key government stakeholders in conjunction with HQ teams

#### **Key Responsibility Area 2 – Events and Partnerships Management**

- Be the public face of OzHarvest in Victoria and South Australia in addition to key personnel
- Drive and encourage a culture of outstanding customer service
- Support the growth of 'Cooking for a Cause' and all other Engagement programs
- Foster program engagement in conjunction with program leads and Coordinators
- Build and manage local corporate partnerships, targeting outcomes for OzHarvest state-wide and nationally
- Actively seek out fundraising opportunities and nurture relationships with existing donors
- Ensure a high level of service and professionalism with our corporate partners
- Build and support local corporate partnerships, targeting outcomes state-wide and nationally

#### **Key Responsibility Area 3 – Operational Support**

- Leadership of staff and volunteers
- Support the Logistics Team in their responsibilities



- Lead in the management and/or maintenance of building infrastructure equipment, technology, telephony, real estate and assets
- Budget management and financial responsibilities across 2 states
- Participate in national and local staff meetings
- General leadership and support for OzHarvest staff in Victoria and South Australia and nationally

**Key Responsibility Area 4 – Control and Compliance**

- Administration and compliance of the State budget as directed by CFO
- Prepare and deliver reports as required to HOO for board reports
- Ensure adherence to best practice policies, processes and procedures and good governance
- Ensure appropriate service strategies and standards are implemented and effectively monitored
- Ensure effective cost control procedures and processes are implemented, monitored and maintained in all cost areas of OzHarvest operations
- Adhere to WHS requirements prescribed by legislation
- Compliance with other Local, State and Federal Government regulations

Other duties required from time to time

**Employee Acknowledgement**

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required.

**Employee's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_