

# Position Description

<b>Position</b>	Executive Officer
<b>Reports To</b>	28 National Board Chair
<b>Location</b>	Flexible (Remote)
<b>Type</b>	Term position until 31 December 2028, Part time
<b>Direct Reports</b>	Nil
<b>Key Relationships</b>	28 National Board and Sub-Committee/s LambEx Taskforce Sheep Producers Australia via a Service Level Agreement
<b>Remuneration</b>	\$100,000 - \$120,000 + superannuation pro-rated

## Company Information

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### About 28 National (28NL):

28NL is a for-purpose company limited by guarantee, governed by a Board of Directors, and serves as the home of LambEx.

### About LambEx:

Since its inception in 2010, LambEx has become the premier conference for the Australian sheep, lamb and wool industry. Held biennially, the conference attracts over 1,450 attendees from across Australia and internationally. LambEx showcases the industry's best and provides a rare opportunity for sheep producers and stakeholders from across the production supply chain to connect in an epic three-day event. LambEx26 will build on the success of LambEx24 and will take place once again in South Australia.

## Position Summary

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The Executive Officer ("EO") will oversee all aspects of LambEx, ensuring the successful delivery of the conference and related activities. Reporting to the 28NL Board Chair, the EO will lead event planning, stakeholder engagement, contract management, financial oversight, and communications of LambEx on behalf of 28NL.

This role requires a dynamic individual with strong leadership skills, financial acumen, and the ability to engage with a wide range of stakeholders. The Executive Officer will act as the primary point of contact for the 28NL Board and stakeholders and will ensure that all organisational objectives are met efficiently and effectively.

This part-time role averaging 2.5 days per week, is offered until December 2028. The successful candidate will have the flexibility to scale their commitment up or down as needed to meet business needs and accommodate travel requirements for industry events and the conference.

# Key Accountabilities

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## Stakeholder Engagement

- Build and maintain strong relationships with key stakeholders, including sponsors, exhibitors, industry partners, and government agencies.
- Develop and execute engagement strategies to enhance stakeholder involvement and support.
- Represent LambEx, as required, at industry events, conferences, and meetings to promote the organisation and its objectives.

## Governance & Administration

- Serve as the principal liaison between the 28NL Board and the organisation.
- Prepare board reports and other relevant documents.
- Ensure the 28NL Board is kept informed of all significant issues, opportunities and developments.
- Support the Board in the execution of its governance responsibilities.
- Manage the risk management framework.

## LambEx Taskforce Secretariat

- Provide secretariat support to the LambEx Taskforce, a Sub-Committee of the Board.

## Contract Management

- Oversee the negotiation, preparation, and management of all contracts in relation to LambEx, including those with vendors, sponsors, exhibitors, conference contractors and service providers.
- Ensure compliance with contractual obligations, terms, and conditions.
- Monitor contract performance and address, in a timely manner, any issues that arise.
- Develop and maintain the contracts register and provide regular reports to the 28NL Board.

## Conference Planning & Delivery

- Manage the host city selection process.
- Oversee venue management and event logistics.
- Work with the LambEx Taskforce and the Conference Organise to develop the event program.
- Oversee the management of speakers and ensure seamless on-site delivery.
- Manage sponsorship servicing.
- Develop and manage conference timelines, ensuring all milestones are met.
- Develop an event risk management plan.
- Gather and analyse feedback from participants to improve future events.
- Prepare a Conference Report at the conclusion of each LambEx.

## Marketing & Communications

- Lead marketing and communications strategies to ensure consistent branding and messaging.
- Oversee all internal and external communications, including press releases, newsletters, social media, and website content.
- Ensure consistent messaging and branding across all communication channels.
- Act as the primary spokesperson for LambEx, handling media inquiries and public relations.

## Financial Management

- Develop and manage the LambEx event budget, ensuring alignment with organisational goals.
- Monitor LambEx's financial performance and provide regular updates to the 28NL Board.

## Experience | Skills | Attributes | Qualifications

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### Knowledge and experience

- Senior management experience, ideally in the events or agriculture industries.
- Proven experience working with a Board of Directors.
- Strong financial literacy, including budgeting and P&L management.
- Expertise in contract negotiation and management.
- Demonstrated ability to engage with diverse stakeholders.
- Knowledge of the agricultural sector (desirable).

### Skills

- Strategic thinking and planning.
- Exceptional written and verbal communication.
- Strong interpersonal and negotiation skills.
- Highly organised with the ability to manage competing priorities calmly under pressure.
- Proficiency with Microsoft 365 and relevant event management software.

### Attributes

- Be familiar with and adhere to 28NL's policies and procedures.
- Uphold 28NL's values and behaviours every day.
- Build positive productive working relationships internally and externally.
- Demonstrate a commitment to efficiency and continued professional development by attending and actively participating in training.

### Qualifications

- Tertiary qualifications in a relevant field (e.g. business administration, event management, finance, or similar) is desirable.

## Appraisals

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- 6 monthly performance reviews conducted by the Chair, 28 National Limited.

## Work Health & Safety

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- 28NL strives to provide a safe and healthy work environment for all employees, contractors and visitors. Its aim is to eliminate any hazard that could constitute personal injury or illness, and it will do all that is reasonably practicable to ensure safe work practices are adopted and adhered to. Each employee is asked to take reasonable care to protect their own health and safety at work and also the health and safety of others in the workplace.