**Accountability and Outcome Statement**

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| **Title** | Operations Manager - Mining |
| **Department/Location** | Nindethana Seed Services |
| **Classification** | Level 6 |
| **Tenure** | Full time |
| **Accountable to** | GM – WA/NT/Nindethana |
| **Direct Reports** | Nil |
| **Stakeholders** | **Internal Relationships:**   * Board of Nindethana * RGM – WA/NT/Nindethana * Business Unit Lead – Nindethana * Nindethana – staff * State Manager – WA * Greening Australia – WA staff   **External Relationships:**   * Customers of Nindethana – mining/NRM’s/Indigenous Groups * Seed collectors – existing and new * Key Suppliers |
| **Portfolio Scope** | The Operations Manager – Mining along with the RGM will develop and then implement a strategy to grow Nindethana’s exposure to the mining industry. Initially within the Pilbara in WA and then more broadly across the rest of WA and when ready across Australia  This will include the direct management of existing customers and the identification, targeting and managing of other business growth opportunities. Areas which will require specific focus will include: -   * Establishing relationships with Indigenous Groups who can partner with Nindethana to assist with our growth aspirations * Identify, establish and work wider seed collection partners   The Operations Manager – Mining will be experienced in the native seed industry with a commercial outlook and ability to lead and motivate and manage others. This scope will be underpinned through having strong organisational skills, seed knowledge, energy and well-developed communication and people skills. |
| **Key Position Accountabilities and Outcomes** | Key position accountabilities and outcomes include:   1. **Work Health & Safety leadership including:**  * Working with the WHS Advisor, General Manager of People & Culture and business unit managers to champion high standards ofsafety practices in adherence with Company policies and procedures and relevant state and territory legislation.      1. **Organisational Leadership and Business Management**  * Help develop and articulate a plan for the mining areas including collection * Set priorities and allocate resources effectively * Take accountability and achieve agreed outcomes  1. **Business Development and Marketing**  * Build and grow sales capitalising on commercial opportunities where identified in the mining sector * Identify and assist in new business proposals and tenders * Influence and negotiate supply contracts with major mining clients * Regularly communicate with major clients with the aim of developing long term trusting relationships with them * Assist in developing and deliver marketing strategies, tools and collateral  1. **Corporate Governance and Financial/Risk Management**  * Understand, articulate and oversee prices on specific seed species between collectors and clients * Develop, monitor and deliver to expected seed orders * Ensure efficient and appropriate asset protection and deployment protocols  1. **Operational Management**  * Oversee and review operational processes endeavouring to outperform the industry in efficiency and professional standards * Grow seed collector database and build rapport with preferred seed collectors for the purpose of being their customer of preference * Monitor and ensure that all business functions integrate well to provide a seamless customer experience  1. **Stakeholder and Public Relations**  * Develop and maintain strong relationships/alliances with a diverse range of stakeholders (e.g. clients, suppliers and local communities) * Foster the organisation’s mission, programs and its policies and present them in strong, positive image in terms to relevant stakeholders * Publicly represent the organisation using excellent communication skills. |
| **Demonstrated Competencies** | The successful achievement of accountabilities and outcomes requires competencies attached and outlined in the [Greening Australia Capability Framework](https://greeningaustralia.sharepoint.com/people-culture/Transition%20Program%20Information/Greening%20Australia%20Classification%20Levels.pdf).   1. Collaborative leadership 2. Capability alignment 3. Strategic thinking and planning 4. Analysis and policy formulation 5. Addressing challenges 6. Culture of innovation 7. Degree of influence 8. Integrating independence and team work 9. Negotiation and advocacy 10. Personal resourcefulness 11. Stakeholder management 12. Managing complexity 13. Business acumen 14. Resilient optimism 15. Embracing diversity |
| **Position Requirements** | **Essential**   * Broad understanding of the native seed industry * 5 years of managing a small to medium sized organisation; * Demonstrated understanding/ability to grow sales and build business relationships; * Demonstrated business and financial acumen; * Well developed communication skills, written, oral and presentation   **Desirable**   * Post graduate or other post degree qualifications. |
| **Key Annual Performance Requirements** | Specific achievement requirements and targets for the function and scope of the role are determined each year and are subject to ongoing discussion as an integral element of the Performance Development and Planning process operated by GA. |