



PAHR192

**Business
Co-ordinator /
Admin Officer
UNFS**

Job Description

SEPTEMBER 2025





JOB DESCRIPTION

POSITION

Business Co-ordinator / Admin Officer

DATE

September 2025

REPORTS TO

Chairman

Upper North, South Australia

EMPLOYER

Upper North Farming Systems (UNFS)

CLASSIFICATION

Part time (0.5-0.6-F.T.E)
Option to use TOIL to meet
seasonal demands
2-year contract

BACKGROUND

This is an ongoing role. The outgoing Business Co-ordinator / Admin Officer will provide mentoring support for the new Business Co-ordinator / Admin Officer.

KEY RELATIONSHIPS

- Reports to
 - UNFS Strategic Board Executive (4 people)
- Key relationships
 - UNFS Farming Systems Project Coordinator
 - Staff, Board, and Committee Members of UNFS
- Stakeholders
 - UNFS members, Farmers and the Farming Community
 - Research and Extension Partners



UNFS DESCRIPTION

Formed in 2001, Upper North Farming Systems (UNFS) covers a diverse geographical region in the Upper North Agricultural Region of South Australia.

The district is predominantly a low rainfall zone, however there are areas of medium to average rainfalls. Bordered to the north and east by the pastoral zones the region extends south to higher rainfall zones, encompassing the towns of Booleroo Centre, Port Pirie, Crystal Brook, Peterborough, Orreroo, Quorn, Nelshaby, Laura, Jamestown, Burra and Wilmington.

UNFS is a not-for-profit incorporated body that is managed by a team of volunteers and a small group of staff. The Strategic Board of 10 local representatives including farmers and advisors ensures good governance and direction within the organisation.

The Operations Committee, currently 24 members, includes Hub Representatives, the Strategic Board Members and Industry Representatives and is responsible for directing on ground trial work and extension activities to meet the needs of the farmers and agribusiness in the Upper North Region. The UNFS Hubs are small geographic or demographic groups that operate throughout the region to act as a conduit for member engagement and information transfer and as implementation support networks.

UNFS collaborates with research organisations and industry on trial work and extension activities throughout the district, identifying and investigating key local research questions and building skill sets and knowledge to improve the overall sustainability, productivity, and profitability of farming enterprises in the region.

KEY RESPONSIBILITIES

The most important outcomes of this position include:

KEY AREAS	KEY TASKS AND RESPONSIBILITIES
Administration	<ul style="list-style-type: none"> • Manage UNFS memberships • Coordinate the Board and Committee in partnership with the Board Executive • Circulate agenda and briefing documents prior to meetings • Take minutes at Strategic Board, Operations Committee and Staff meetings • Maintain and back-up all UNFS Group Inc records and files
Finance	<ul style="list-style-type: none"> • Ensure sound financial management of the organisation • With input from UNFS Board & staff, formulate annual budget • Bring to the attention of the Board any financial matters out of the ordinary or requiring review or attention • Action and manage all financial transactions and reporting using Xero.
Strategy	<ul style="list-style-type: none"> • Facilitate the implementation of the Upper North Farming Systems Strategic Plan. • Facilitate a governance model that develops and maintains the project pipeline • Network with industry to ensure UNFS is a partner of choice for project delivery in the region.
Reporting and record keeping	<ul style="list-style-type: none"> • Ensure project reporting is accurate, on-time and transparent • Ensure timely and accurate recording of organisational data • Prepare financial reports • Reconcile annual expenditure on research trials and prepare financial reports for funding organisations
Project management	<ul style="list-style-type: none"> • Support the Farming Systems Project Coordinator manage negotiation and on time delivery of project contracts • Ensure all UNFS projects are managed appropriately, reported accurately and on time to uphold the reputation of the organisation as per the Strategic Plan • Support the Engagement Coordinator plan / delivery extension events
Communications	<ul style="list-style-type: none"> • Communicate effectively, professionally and in a timely manner with all UNFS stakeholders • Oversee the implementation of the Communications Plan including active use of communication channels • Manage publication & distribution of newsletters and other communications incl. Annual Research Compendium. • Manage UNFS Partners and Sponsorship Register
Staff and volunteer management	<ul style="list-style-type: none"> • With the Farming Systems Project Coordinator manage staff contracts, as required • Document all in-kind contributions
Workplace Health and Safety (WHS)	<ul style="list-style-type: none"> • Maintain a safe working environment, identify risks and implement corrective measures • Communicate to the Chairman when WHS issues or concerns arise. • Acknowledge and follow the WHS policies and procedures

PERSON SPECIFICATIONS

Described below are the competencies (knowledge and experience) and attributes required to perform the job.

ESSENTIAL COMPETENCIES	DESIRABLE COMPETENCIES
<ul style="list-style-type: none"> Financial management and corporate governance best practice Ability to work independently and highly self-motivated Experience in project management including budgeting and reporting Proficient in the MS Office suite of programs Record keeping and compliance Ability to engage people in events and activities. Ability to communicate (written and verbally) well 	<ul style="list-style-type: none"> Proficient in Xero Understanding of farming businesses and production calendar Experience in social media Experience in event organisation Ability to communicate (written and verbally) with farmers, advisors, researchers and industry personnel
ATTRIBUTES	
<ul style="list-style-type: none"> Excellent communicator Ability to work unsupervised and be self-motivated Ability to work in a small team Ability to effectively prioritise workload and allocate time appropriately An outcome focused work ethic 	<ul style="list-style-type: none"> Professional presentation of self and employer Flexibility and willingness to work in a dynamic work environment Honest and reliable Willingness to learn Accurate and accountable

QUALIFICATIONS

Described below are the qualifications that are required to successfully undertake this role.

ESSENTIAL QUALIFICATIONS	DESIRABLE QUALIFICATIONS
<ul style="list-style-type: none"> Driver's licence At least 5 years' experience in business and financial management 	<ul style="list-style-type: none"> Training in bookkeeping systems Marketing or communication training



OTHER INFORMATION

- The role covers the Upper North region of South Australia, meaning the position must be based in that region. This includes centres such as Burra, Jamestown, Crystal Brook, Orroroo, Booleroo, Melrose Laura, and/or Wilmington. Each of these centres provides options for schooling, health care and sporting interests. It is preferred that the Business Co-ordinator / Admin Officer lives within this region.
- There is a requirement for attendance at night meetings and field days.
- Office location, equipment and services (phone and internet etc.) will be by negotiation. Current staff work remotely.
- Ideally this role will commence as soon as possible.
- This is a two-year contract that will be renewed subject to performance of the incumbent and financial position of UNFS organisation.

HOW TO APPLY

Familiarise yourself with the full contents of this **Job Description**.

EMAIL US WITH THE FOLLOWING:

- Your current CV
- Evidence as outlined on the previous page
- A cover letter detailing
 - Your relevant experience and skills
 - A little about yourself, including your reason for applying

SEND TO:

Deb Marner: **admin@unfs.com.au**

FURTHER INFORMATION AND ENQUIRIES:

Please contact Deb Marner to find out more.

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