

## Position Description

<b>Job Title:</b>	General Manager
<b>Reporting to:</b>	Chief Executive Officer / Founder
<b>Commencement Date:</b>	November 2022, for a period of 2 years (24 months)
<b>Status:</b>	Full Time
<b>Probation Period:</b>	three (3) months
<b>Annual Salary:</b>	Commensurate with skills
<b>Home office allowance:</b>	Negotiable Thylation laptop provided

### Superannuation fund

Statutory super to fund as nominated by the Employee, or Hostplus.

### Your duties and responsibilities

The General Manager will lead the day-to-day operational management of Thylation Commercial.

These activities will include but not be limited to:

Governance / Management/ Business Development:

- Preparation of board papers so they are available for the Board 3 days prior to the meeting
- Attendance at Thylation Commercial Meetings
- Working with the CEO to ensure that only governance/strategic matters are considered by the Board
- Be a signatory on banking and contracts as per the Delegation of Authority from the Boards, together with the CEO or another Director
- Negotiation, preparation, and management of contracts and payments with suppliers and customers
- Overseeing the delivery of accountancy, bookkeeping, and audit services to report on the performance of the company with the contracted Accountants.
- Day to day financial management of the company, managing use of Xero to ensure that the company maintains positive cash flow
- Cultivate a culture of continuous improvement for all products, services, platforms, administrative functions and employees
- As the company grows there may be leasing of office and warehousing space which will need to be established and management of a Technical Officer

## Compliance:

- Ensure management of toxins is compliant with the relevant legislation
- Ensure the company has relevant insurances and permits
- Ensure compliance with taxation legislation
- Support the CEO as the key permit holder for scientific, animal ethics and toxin related permits and APVMA approvals

## Marketing:

- promote the companies, and their scientific achievements, to ensure successes are front of mind with relevant parties and public
- Work with the Thylation Foundation Executive Officer to manage the company brand, website and social media
- If required, attend seminars/workshops/meetings in person or online
- Support the CEO/Founder in his duties as Spokesperson for Thylation

## Logistics:

- Manage contracting, shipping, returns and maintenance of Felixers
- Manage episodic filling of Felixer cartridges
- Manage the Dangerous Goods transport requirements of toxins and track usage

## Technical:

- Manage the Felixer Management System and manage contracts to transition to an improved platform
- Provide remote technical support to Felixer Users together with the CEO/Founder, with contracted support from engineers and software engineers
- Develop skills and knowledge bank to troubleshoot customer issues

## Research and Development:

- Assist in the registration and maintenance of Intellectual Property
- Support the CEO to drive the development of conservation products and services that are innovative, ethical and cost-effective, with the provision of R&D plans for each project for Board approval

## Capital raising:

- Support the Board's efforts to bring new shareholders into the company to raise additional capital if required
- € Prepare grant applications to Government departments, organisations and individuals seeking to provide financial or in-kind support including loans or grants
- Acquit all grants to specifications on budget and on time

## **Your experience and qualifications**

- You have a passion for enabling conservation through innovation
- Significant experience as a business / operations / sales manager
- MBA or equivalent degree will be highly regarded
- Experience in conservation, ecology or technical innovation will be highly regarded
- Technical mechanical/electrical/computational skills highly regarded
- Demonstrated commitment to professional development will be highly regarded
- Ability to work independently and on a flexible schedule as required, in a small and remote team environment
- You are a good listener and collaborator
- You are proactive at finding solutions and opportunities
- Ability to undertake many tasks with competing priorities
- Strong customer service