



SEVENHILL CELLARS POSITION / ROLE DESCRIPTION

Position Title: General Manager

ORGANISATIONAL OVERVIEW

The Society of Jesus

Founded by St Ignatius Loyola more than 450 years ago, the Society of Jesus (also known as the Jesuits) is an international religious order of priests and brothers within the Catholic Church committed to service in the world in a variety of ways.

The Australian Province

The Jesuit presence in Australia began in 1848 and the Australian Province of the Society of Jesus now comprises more than 120 Jesuits. They work in over 30 ministries in companionship with some 1800 lay women and men who share the Ignatian vision of the service of faith and the promotion of justice.

Sevenhill Cellars

Sevenhill Cellars is one such ministry that produces sacramental wine and table wines for general consumption throughout Australia and selected export markets.

Values

- **Welcoming:** forming strong, faithful relationships
- **Discerning:** being reflective and strategic in all we do
- **Courageous:** standing up boldly to effect change

Foundations of Mission

- **Ignatian Spirituality**
- **Solidarity between Jesuit and Lay**
- **Mission with the Poor**

Whole of the Province key accountabilities include:

- Encourage partnership across Province mission
- Deepen love for the poor and vulnerable
- Strengthen solidarity between Jesuit and lay
- Deepen Ignatian formation for all in Province mission

Call to Mission

The spirit of the Lord is upon me,
because he has anointed me to bring good news to the poor.
He has sent me to proclaim release to the captives and recovery of sight to the blind,
to let the oppressed go free, to proclaim the year of the Lord's favour. (Luke 4:18-19)



ORGANISATIONAL RESPONSIBILITIES

Positive Working Relationships

- Manages self so as to work collaboratively and productively as part of a well-functioning and dynamic team that contributes positively to the work of the Province, its values and the Three Foundations of Mission
- Facilitates good, productive and appropriate working relationships with all organisations that come under the umbrella of the Province
- Works closely with the relevant people in all of the Jesuit ministries to ensure that Ignatian spirituality is fostered and lived within those ministries
- Initiates and maintains contacts with a broad range of people and community organisations to ensure that the work of the Society can be completed in the most effective and efficient manner

Respect

- Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity or ability
- Provides and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed

Quality Assurance and Continuous Improvement

- Attends relevant meetings, workshops, conferences and training, as required
- Becomes familiar with and follows the Province's quality and standard policies, procedures and management instructions
- Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way
- Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement

Occupational Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission
- Works in a manner that considers duty of care for self and others and be safety conscious at all times
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents
- Reports to work physically and psychologically fit for duty
- Ensures all work areas are maintained in a safe condition and reports (to manager) if they are not
- Completes site induction (where necessary)

Ignatian Spirituality

- To support and nurture the Province's Catholic ethos and Ignatian charism.
- Participation and completion of Ignatian Induction and Ignatian Formation

Part 1: POSITION SPECIFICATION

Position Structure		
Organisation:	The Society of Jesus in Australia	Division: Sevenhill Cellars
Award/Agreement and classification:	Award Free	
Reporting structure:	Reports to	Chairman of the Board
	Direct Reports	Vineyard Manager, Winemakers, Sales & Marketing Manager, Accountant/Administration Manager

Position Objective

The General Manager of Sevenhill Winery is expected to act as an enabling resource that assists informed decision-making of the Board of Sevenhill by assisting the board in ensuring good governance of Sevenhill Winery and continuing the awareness and on develop and implementation of the following:

- Jesuit mission and ethos
- Jesuit identity
- Lay leadership
- Growing collaboration between the ministries as needs arise, and
- Development of local and international networks for the sale and distribution of Sevenhill wines.

The incumbent leads and provides a hand of role across all activities of the Winery and requires an established commercial business acumen within the wine industry, extensive sales experience with a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation. Quality in personal engagement and the formation of positive relationships is essential.

The General Manager is primarily responsible for:

- Professionally leading and managing Sevenhill Cellars (including vineyards, winery, cellar door, sales distribution and administration) in accordance with the directions of the Sevenhill Cellars Board, all statutory and legal requirements and in pursuit of the Jesuit Mission for Sevenhill.
- Implementation and ongoing review of the 9-year strategic

Ensuring viability of Sevenhill Cellars.

- Protecting the reputation of the Society of Jesus.
- Building on the heritage and history of the Jesuits at Sevenhill.
- Developing strategic marketing/sales initiatives and other commercial arrangements with key stakeholders including the Jesuit network and key distribution channels nationally and internationally.
- Ensuring the business is efficient in every respect and operates with staff that are committed to a high-performance team with shared goals and responsibilities.
- Reporting to the Board and ensuring timely and accurate Board reporting
- Leading the Management Team and overseeing management of the vineyard, winery, bottling, warehouse distribution and sales operations.
- Monitoring and managing the financial performance of the operation with close attention to cash flow
- Risk Management – ensuring compliance to WHS, Food Safety, Environment and Financial regulatory standards.

Position Specific Responsibilities

KEY TASKS

As General Manager, you will have overall responsibility for providing the leadership and management expertise necessary for continual improvement in performance and profitable growth of the operation as a Jesuit owned enterprise under the control of the Sevenhill Board and as guided by the Board through its Chair.

Culture, Values and Integrity

- Respecting and appreciating Christian beliefs and the sensitivities of a religious environment.
- Promote and enhance the Jesuit ethos and values (internally & publicly) while pursuing the broader Province Mission and Goals.
- Developing a culture that values respect for others, high engagement, team building, communication, trust and integrity.
- Ensuring the human resources of the winery are consistent with strategic objectives.
- Ensuring the implementation of sound occupational health and safety practices.
- Developing a cohesive and high performing management team.

Business Plans

- Review the Sevenhill 9-year Strategic Plan with the Board.
- Developing with the management team an “Annual Business Plan and Budget” for Board approval.
- Developing and implementing strategies and actions in accordance with Board approved business plans, with a strong emphasis on direct marketing, lower production costs, sustained level of wine quality and improved efficiency throughout the business.
- Developing with the marketing and sales team an annual Marketing and Sales Plan for presentation to the Board.
- Ensuring the Winery and Vineyards have sound operational plans in place.

Positioning and Brand

- Developing opportunities focused on the heritage and history of Sevenhill.
- Enhance and maintain the reputation of the Society of Jesus and Sevenhill Cellars brand in alignment with the Province Mission and Goals.
- Ongoing positioning of the winery as a business of high repute, integrity and that is very respectful of individuals.

Strategic Sales Management and Marketing Development

- Establish strong relationships with key distributors in the following markets:
 - Australian domestic market
 - Selected export markets
 - Australian ‘Chains’
 - Sacramental wine purchase networks including export markets
- Develop, review and implement sales strategies & promotions to achieve annual budgets and 9 Year Plan
- Monitor sales performance across all channels and report to the Board.
- Ensure product range aligns with the best sales opportunities and the Ethos and Identity of the Australian Province
- Market sacramental wine to nominated markets and build ongoing strong relationships with these purchasers.

Financial

- Having responsibility for the overall financial and commercial management of Sevenhill Cellars.
- Achieving financial growth, revenue, profit and Province contribution objectives.
- Ensuring that a full set of satisfactory audited accounts are delivered to the Board as programmed.
- Implementing and maintaining sound financial planning and commercial management practices, including funding arrangements.
- Ensuring compliance with all relevant statutory duties and requirements.

Board Relationships

- Ongoing reporting and communication with the Board including providing essential information/reports as required by the Board and as the General Manager believes should be brought to the attention of the Board.
- Responding accurately and expeditiously to any directions given by the Chair of the Board.

Management

- Managing the day-to-day activities of Sevenhill Cellars encompassing viticulture, winemaking, marketing & sales, finance & administration and resources in accordance with budgets and business plans.
- Ensuring the operation of efficient management control systems including reporting, planning and budgets.
- Ensuring processes are in place for the timely processing and supply of wines.
- Developing and modifying the portfolio of wine and vineyards in accordance with market needs.
- Ongoing analysis of performance and new opportunities.
- Implementing corrective measures designed to ensure achievement of the business plans and budgets.
- Ensuring the effective management and administration of the winery to continually raise the standards and quality of Sevenhill wines.

Stakeholder Relationships

- Working collaboratively with other ministries of Sevenhill, namely the College, Church and Spirituality Centre to ensure that the entire Sevenhill enterprise is developed and run in a coordinated way as a single Jesuit entity.
- Working collaboratively with other ministries across the Australian Jesuit Province.
- Participating in the development and maintenance of key client and distributor relationships.
- Managing high quality commercial relationships with external suppliers, service providers and various industry bodies.

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Part 2: Selection Criteria

Mandatory Requirements

- Proven profit center management experience
- Wine industry or related experience
- A current National Police History Check and South Australian Working with Children Check (or equivalent)
- Demonstrated ability to manage time and be a self-starter
- Possess a willingness to grow in knowledge of the ministry and its aims

Qualifications

- Preferably a Bachelor's degree related to the wine industry, Business, Marketing, Communications, or related field, or equivalent in experience and education.

Professional Experience

- Extensive experience in the wine industry with an emphasis on 'marketing & Sales'
- Several years' experience in senior management roles including leading a multi-skilled management team.
- Hospitality experience
- Proven, successful sales experience preferably in selling wine
- Extensive experience in working with and reporting to a Board

desirable or mandatory

Key Knowledge Areas

- Wine industry in general
- Marketing and sales distribution channels
- Knowledge of employer obligations under the relevant legislation and policies governing occupational health and safety, equal opportunity and confidentiality
- Demonstrated ability to apply a range of effective interpersonal and communication skills

desirable or mandatory

<ul style="list-style-type: none"> • Demonstrated ability to work effectively as a team leader and member of a team with the ability to manage employee performance • Develop and evaluate policies and standards, including procedure and report writing skills • Demonstrated ability to determine priorities and plan • Demonstrated ability to determine personal and professional development goals • Must be proficient in Word, Excel, Internet Use and email use • Working knowledge of and appreciation of wines in every respect • Knowledge of sales training tools and techniques conducive to wine sales 	
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Key Person Skills/Abilities

<ul style="list-style-type: none"> • Strong leadership skills and strategic thinking capability • Ability to convey a vision of the organisation’s strategic future to staff, board, volunteers and donors • High level of competence in financial management of a business • Experience in financial analysis and understanding of business systems • Experience and proven ability to identify new opportunities, grow sales and achieve business growth • Good computer literacy and competence with Microsoft Office, including Excel and Word • Transparent and high integrity leadership • Skills to collaborate with and motivate board members and staff • Pragmatic decision maker • Strong written and oral communication skills • Demonstrated ability to oversee and collaborate with staff • Capable of promoting strong stewardship of Sevenhill Cellars and related ministries • Strong public speaking ability 	<input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory
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Signature: of supervisor

Date: _____

Role number: <<>>
Date reviewed: <<>>