



POSITION:	Executive Director
TERM:	2-year contract, 0.8FTE
LOCATION:	Remotely
REMUNERATION:	\$140k per annum for services delivered at 0.8FTE

BROAD PURPOSE

The Executive Director is responsible for providing high level support to the Chair and Board of Directors of the Australian Council of Deans of Health Sciences, and to drive the key operations of the Council. The position is the primary point of contact for ACDHS, and is therefore required to develop and maintain relationships with key internal and external stakeholders.

This position works collaboratively in a team environment to assist the Council in meeting its mission and goals by providing high quality written documents, analysis, and strategic support on all aspects of ACDHS' activities.

POSITION ENVIRONMENT

The Australian Council of Deans of Health Sciences (ACDHS) is the peak representative body of Australian universities that provide pre-professional education in the allied health sciences. The Council adopts a whole of health system perspective, and is a strong advocate for the role and contribution of the allied health professions.

The ACDHS is a forum for representation, coordination and information sharing which aims to strengthen the education of allied health practitioners to meet community needs across Australia. With an ageing Australian population and the growth of chronic disease, the allied health professions are critical in providing adequate and appropriate health care to the Australian population.

REPORTING RELATIONSHIPS AND KEY STAKEHOLDERS

This position reports directly to the Chair of the Board of Directors of ACDHS.

Key stakeholders that this position must liaise with include:

Internal:

- ACDHS Board Chair
- ACDHS Board Directors

- ACDHS members

External

- Commonwealth government, including relevant departments
- Relevant non-governmental organisations
- Peak professional bodies
- Relevant media organisations

CORE RESPONSIBILITIES

1. As the first point of contact for the ACDHS, independently assess, prioritise and redirect or respond to all enquiries. This will require the Executive Director to have a comprehensive understanding of the ACDHS and its strategic priorities, projects and stakeholders, and to provide accurate advice on a wide range of enquiries.
2. Supervise ACDHS contractors and staff (as relevant), including regular objective setting and performance reviews.
3. Establish and maintain strong collaborative professional links with all key internal and external stakeholders and members to proactively communicate and share information to promote the work of the ACDHS. This will include strengthening the ACDHS membership and value proposition to member universities.
4. Research and analyse multiple sources of data to draft and coordinate the production of submissions, reports, policy submissions, and briefing papers and to formulate recommendations for the Chair and Board of Directors as required.
5. Develop, coordinate, and lead the implementation of appropriate advocacy strategies, policy positions and initiatives for the ACDHS.
6. Represent ACDHS as required at meetings, on committees and at public forums, advocating on behalf of ACDHS to ensure the ACDHS agenda is prioritised in the national health and higher education policy environment.
7. Coordinate and manage the implementation of the ACDHS strategic and operational plans. This will include working closely with the Chair and Board of Directors to proactively manage the timely achievement of key activities.
8. Oversee ACDHS communication strategy including public relations and quality assurance of website and social media sites
9. Oversee and lead a range of internal and external ACDHS projects including scoping, scheduling and implementation, and evaluation.
10. Manage the budget in consultation with the ACDHS Chair and Board of Directors.
11. Manage ACDHS Board and Member meetings by working with the Chair to develop the agenda, coordinating all logistical arrangements and communications pre and post meetings.

12. Organise and lead a broad range of events coordinated by the ACDHS including meetings, seminars, presentations, and networking events. This will include planning, logistical and operational support, and participation at events.
13. Provide relevant administrative and executive support to the ACDHS Chair and Board of Directors as required.
14. As Company Secretary of ACDHS, ensure ACDHS meets the regulatory requirements of a company registered under the Corporations Act 2001
15. Maintain a comprehensive knowledge of current issues, initiatives and activities across the clinical allied health sciences and more broadly, the higher education sector.
16. Undertake other tasks that may be directed by the Chair that are within the scope of this role.

SELECTION CRITERIA

Essential

1. Tertiary qualification in health, education, business, or other relevant area.
2. Proven ability to establish and maintain productive consultative relationships with a wide range of stakeholders including professional organisations and state and federal governments.
3. Demonstrated knowledge, skills and experience in influencing outcomes in a complex stakeholder environment.
4. Demonstrated experience and proven expertise in business management.
5. Significant project management and budget management experience including the demonstrated ability to work under pressure and manage competing priorities.
6. Significant experience in the development and preparation of submissions, reports and briefing papers for a wide range of audiences.
7. Demonstrated high level communication skills orally and written and in various modes, including social media.
8. Demonstrated capacity to work autonomously.

Desirable

1. Experience in working in a health and/or university senior-policy role.
2. Experience in allied health.
3. Demonstrated understanding of and experience working in or with the Australian higher education sector.