



POSITION:	Administration Coordinator
TERM:	1-year contract, 0.5-0.6 FTE
LOCATION:	Remote - WFH
REMUNERATION:	Circa \$65k per annum, pro rata for 0.5-0.6 FTE

BROAD PURPOSE

The Administration Coordinator is responsible for providing high level support to the Executive Director of the Australian Council of Deans of Health Sciences, assisting members and directors of the Board and to drive the key operations of the Council. The position operates within a membership-based organisation (ACDHS) comprised of university representative members. It is therefore paramount the role supports the development and maintenance of relationships with key internal and external stakeholders.

This position works collaboratively in a small team environment to assist the Council in meeting its mission and goals. Across a range of recurrent and project-based initiatives the role is responsible for providing high quality written documents, record keeping, making various arrangements (events, meetings, symposium) and administrative support on all aspects of ACDHS' activities. ACDHS is growing since incorporating as a company limited by guarantee in late 2022.

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 Executive Director of ACDHS. Key stakeholders that this position must liaise with include:

Internal:

- ACDHS Board Chair

- ACDHS Board Directors
- ACDHS members
- ACDHS Board Directors
- Executive Director and events and finance personnel.

External

- Commonwealth government, including relevant departments.
- Relevant non-governmental organisations
- Peak professional bodies
- Business support service providers

CORE RESPONSIBILITIES

1. 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 and supporting member services and the ACDHS membership and value proposition to member universities. Assist in collecting and maintaining accurate member data, records and files.
2. Assist and support a range of internal and external ACDHS projects including a range of administrative elements. Conduct basic data collection, information gathering, and assemble multiple sources of data to assist in the drafting and production of submissions and reports.
3. Support ACDHS as required with meetings, committees, forums, broad range of events including seminars, presentations, and networking events. Assist in the preparation of documentation for ACDHS Board meetings, Member meetings and various forums ACDHS participates in, by working with the Executive Director to collate and distribute materials for the agenda, coordinating logistical arrangements, correspondence and bookings pre and post meetings.
4. Develop and understanding of the implementation of the ACDHS strategic and operational plans and organizational priorities. This will include working closely with the Executive Director to proactively support the timely achievement of key activities.
5. Assist in the preparation of content to support ACDHS communication including public relations and the quality of websites and other digital content.
6. Assist in organizing and supporting regular and occasional events including planning, logistical and operational support.
7. Assist the Company Secretary to ensure accurate record keeping for ACDHS to ensure ACDHS meets the regulatory requirements of a company registered under the Corporations Act 2001
8. Undertake other tasks that may be directed by the Executive Director that are within the scope of this role.

SELECTION CRITERIA

Essential

1. A degree or diploma with subsequent relevant administrative experience or an equivalent combination of relevant experience and/or education training.

2. Demonstrated skills in providing a high level of customer service, including effective interpersonal skills. High level communication skills orally and written and in various modes.
3. Demonstrated high level of proficiency in the Microsoft Office suite (Word, Excel, PowerPoint and Outlook). Direct experience and proficiency with online video meetings, platforms and functional support with software e.g. MS teams.
4. Effective organisational, time management and problem-solving skills. Demonstrated knowledge, skills and experience in coordinating multiple tasks and projects effectively in a complex stakeholder environment.
5. Demonstrated experience and proven expertise in working independently, with initiative and accountability in a dynamic business environment.
6. Significant administration management experience including involvement in project management and the demonstrated ability to work under pressure and manage competing priorities.
7. Significant experience in the development and preparation of a range of documentation including of submissions, reports and briefing papers for a wide range of audiences.
8. Proven ability to support and maintain productive consultative relationships with a wide range of stakeholders including professional organisations and external stakeholders including government agencies.
9. Demonstrated capacity to work autonomously.

Desirable

1. Experience in allied health, health administration.
2. Demonstrated understanding of and experience working in or with the Australian higher education sector.

NB: ACDHS operates a virtual executive and back office. Personnel are not employees and are independent contracted service providers. ACDHS Members are located at over 30 Australian Universities nationally.