



POSITION:	Manager, Policy & Projects
TERM:	2-year contract, (potential extension)
LOCATION:	Remote - WFH
REMUNERATION:	Circa \$125-135k per annum FTE, pro rata for 0.6 FTE

BROAD PURPOSE

The Manager, Policy & Projects 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 key operations of the Council. The position operates within a membership-based organisation comprised of university representative members (Executive Deans, Heads of School and Pro-Vice-Chancellors). It is 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 policy and project-based initiatives the role is responsible for providing high quality written documents, record keeping, making various arrangements (events, meetings, report) and administrative coordination of ACDHS' policy and project 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, advocacy and information sharing which aims to strengthen the education of allied health practitioners to meet community needs nationally and internationally. With an ageing Australian population and growing chronic disease, the allied health professions are critical in providing adequate and appropriate health care to all Australians.

REPORTING RELATIONSHIPS AND KEY STAKEHOLDERS

This position reports to the Executive Director of ACDHS. Key stakeholders that this position shall liaise with include:

Internal:

- ACDHS Board Directors
- ACDHS members
- Executive Director & Company Secretary, events, admin 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.
2. Coordinating the development of relevant organizational policies. Collection and coordination of member input into various submissions and/or policy development. Conduct basic data collection, information gathering, and assemble multiple sources of data to assist in the drafting and production of submissions, reports and policies.
3. Coordinate and support a range of internal and external ACDHS projects including a range of administrative elements across research projects, event related projects, policy related projects.
4. Support ACDHS as required with meetings, committees, forums, broad range of events including seminars, presentations, and 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 materials - pursuant to policy and project initiatives.
5. Develop and understanding of the implementation of the ACDHS strategic and operational plans and organisational priorities. This will include working closely with the Executive Director to proactively support the timely achievement of key activities in policy development, various written submissions, research projects and other projects.
6. Assist in the preparation of policy and project updates to support ACDHS communication including member communications, website and other digital content.
7. Assist in organizing and supporting regular and occasional events including planning, logistical and operational support.
8. Assist the Company Secretary to ensure accurate policy records to ensure ACDHS meets the regulatory requirements of a company registered under the Corporations Act 2001.
9. 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 professional experience or an equivalent combination of relevant experience and/or education training.
2. Demonstrated project management skills including effective interpersonal skills, high level

communication skills orally and written and in various modes.

3. Demonstrated policy development skills and experience and of preparing submission to government reviews or consultations.
4. Demonstrating skills and experiences supporting stakeholders and providing a high level of customer service,
5. High level of proficiency in the Microsoft Office suite (Word, Excel, PowerPoint and Outlook) and with project management tools. Direct experience and proficiency with online video meetings, platforms and functional support with software e.g. MS teams.
6. 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.
7. Demonstrated experience and proven expertise in working independently, with initiative and accountability in a dynamic business environment.
8. Significant administration management experience including involvement in project management and the demonstrated ability to work under pressure and manage competing priorities.
9. Significant experience in the development and preparation of a range of documentation including of submissions, project reports and briefing papers for a wide range of audiences.
10. Proven ability to support and maintain productive consultative relationships with a wide range of stakeholders including professional organisations and external stakeholders including government agencies.

Desirable

1. Experience in allied health, health administration, higher education.
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 but are independent contracted service providers. ACDHS Members are located at over 30 Australian Universities nationally.

The role is remote working with the possibility of being required to attend significant meetings in person on rare occasions should the need arise.