



Australian
Academy of Health and
Medical Sciences

POSITION DESCRIPTION

Job title	Program and Events Manager
Job type	c. 0.8 FTE (negotiable), one year fixed-term contract with possibility of extension
Location	Sydney or Brisbane (we have offices in both locations)
Reports to	Chief Executive Officer

Primary function

The Programs and Events Manager plays a key role in designing, coordinating and delivering high impact programs and events that enable the Academy to promote health and medical research and its translation into benefits for society.

About AAHMS

The Australian Academy of Health and Medical Sciences is the impartial, authoritative, cross-sector voice of health and medical science in Australia.

At the heart of our work are our Fellows – an independent, interdisciplinary body of Australia’s leading researchers, elected by their peers for outstanding achievements and exceptional contributions to health and medical science in Australia. Drawn from universities, medical research institutes, health services, industry, charities and the public service, AAHMS now has 398 Fellows located in all of Australia’s States and Territories.

The diversity of talent and expertise among these Fellows generates a representative and authoritative voice that spans the breadth of translational biomedical and clinical research in Australia – through which we engage with the community, industry and governments. The Academy is therefore uniquely positioned to convene cross-sector stakeholders from across Australia to address the most pressing health challenges facing society.

Our purpose is to advance health and medical research in Australia and its translation into benefits for all, by fostering leadership within our sector, providing expert advice to decision makers, and engaging patients and the public. To deliver on this purpose, we have four strategic objectives:

- Influence policy.
- Nurture talented research leaders.
- Celebrate excellence.
- Support Indigenous health and wellbeing.

This is an exciting time to join the Academy as we enter a period of growth. The successful candidate will join a small, dynamic team and will have the opportunity to develop our existing activities, and to help us develop new ones, working Australia’s leading health and medical researchers.

About our programs and events

Nurturing talented research leaders

The Academy works with its Fellows and partners to deliver programs that support early and mid-career researchers as they navigate their way through the various challenges of a research career.

Our **Mentorship Program** pairs health and medical researchers in training with Academy Fellows to support and enhance the career development and leadership capabilities of the mentee. The program provides independent mentorship that assists individuals reaching Associate Professor or junior Professor levels to cultivate higher level leadership and research capabilities. 57 individuals have been accepted onto the program since it was established in 2015. The scheme is highly valued by the participants, for instances 100% of those completing the program say they would recommend it to others, and we are looking to develop the program over the coming months to ensure it brings maximum benefit and support to the participants.

Mentees are selected through a competitive process based on a high measure of performance, achievement, and a demonstrated clear commitment to research and leadership. Applications are reviewed by our Mentorship Committee following peer review and those admitted to the Program are well advanced in the development of their career, with an upward career trajectory. Mentees become Associate Members of the Academy while in the program and are consequently able to contribute to other areas of our work, such as our policy reports and outputs.

For those closer to the start of their research careers, or just exploring their options, our **Life as a Clinician Scientist events** aim to encourage and inspire medical or other clinical students, junior doctors and clinical trainees to become involved in research, and supports them to workshop the skills necessary to succeed in combining clinical practice with medical science. At these events, our Fellows and other researchers share their incredible stories as we showcase the many pathways that can lead to this exciting and rewarding career.

Life as a Clinician Scientist events are currently held in four States annually (New South Wales, Queensland, Victoria and Western Australia) and in 2020 the series moved online. We will return to events in person and are looking to extend our reach in 2021. Events are organised with the support of local volunteer coordinators who are often medical students/trainees or early career researchers, and are made possible through the generous support of our many event sponsors.

We are looking to expand these initiatives and to broaden our audience by developing new initiatives and materials targeted at individuals across the career stages, including digital materials promoted online through social media.

Corporate events and celebrating excellence

Our flagship corporate event is our **Annual Meeting**, which takes place each October and incorporates our:

- Annual scientific meeting.
- Annual General Meeting.
- Gala Dinner (for Fellows, Associate Members and invited guests).
- Annual mentorship workshop.

At this event, we announce our newly elected Fellows, present our honorific awards and bring together the wider Fellowship with other experts to consider a topical scientific theme. The location moves around the country and the event is delivered in partnership with local coordinator(s), guided by a steering committee of Fellows and Associate Members. Our 2021 meeting will take place in Canberra. The event attracts world-leading scientists to share their knowledge and insights.

Other programmatic elements that underpin our objectives include the activities of our state branches. The Academy currently has five state branches covering all eight States and Territories, each of which elects a State Branch Chair who arranges local networking events and supports other relevant Academy events, which might include the annual meeting or Life as a Clinician Scientist events.

About the role

Reporting to the CEO, the Programs and Events Manager will drive forward new and existing initiatives, and will coordinate the day-to-day operations of high impact programs and events that build the Academy's role in advancing health and medical research in Australia.

The successful candidate will bring their experience to steer these activities to reach new audiences, improve participation rates and demonstrate value. We are particularly looking to develop our career support and development initiatives – we are therefore seeking someone who will not only deliver our existing activities to a high standard, but who will also proactively identify opportunities to research, define and develop new initiatives that support and grow the research leaders of the future.

The Programs and Events Manager will possess excellent interpersonal skills, exceptional organisation skills and a demonstrated ability to manage competing priorities to meet short- and long-term deadlines. The successful candidate will have meticulous attention to detail and be a team-player, who relishes the opportunity to make a positive contribution across different aspects of the Academy's work. They must be comfortable working closely with senior academics and health professionals, and will have experience of managing professional relationships with external stakeholders, collaborators and sponsors. They will have gained experience from a previous programs or events role, ideally within a scientific or higher education environment since the Academy's programs and events are very scientific in nature.

The successful candidate will be comfortable managing initiatives targeted at early- and mid-career health and medical researchers and developing ideas and programs for scientific meetings.

The role will sometimes require flexible working hours and/or domestic travel, for which advance notice will usually be provided. The post-holder will need to attend the events they organise, including the annual meeting and Life as a Clinician Scientist events, to provide local coordination and support on the day. At present this includes five events per year, though this number may grow as a result of the successful candidate's efforts.

For more information on our programs and events, please visit our website: www.aahms.org.

Main duties/responsibilities

Program development and delivery

- Coordinate delivery and administration of the Academy's Mentorship Program for emerging research leaders in line with timelines required by the Mentorship Committee. This includes managing the application process and supporting successful candidates with their on-boarding and throughout the program.
- Develop online resources and other activities or outputs to ensure the best possible experience for the mentees accepted onto the scheme.
- Develop the Academy's Life as a Clinician Scientist events program to broaden its reach and impacts.
- Research, define and develop ways to grow and improve our programs or develop new ones, including by collecting and analysing participant and evaluation data to present a clear value proposition for these initiatives.
- Provide secretariat support to the Academy's Mentorship Committee, including arranging meetings and preparing meeting papers and minutes.

Event planning and delivery

- Plan and coordinate organisation of the Academy's Annual Meeting, working with the local coordinator(s) and the steering committee to ensure successful delivery of all components of the event, including the mentorship workshop, scientific program, Gala Dinner and AGM.
- Plan and coordinate organisation of the Academy's Life as a Clinician Scientist events, working with the local volunteer coordinator(s) and relevant Academy Fellows/Associate Members to ensure successful delivery of existing events and support development of events in other States/Territories.
- Generate, develop and deliver event programs (event structures, themes and speakers) that appropriate for each audience, as well as developing new event proposals.
- Identify and deliver tasks in relation to our events, including: inviting and liaising with speakers; identifying meeting dates; liaising with hotels, venues, caterers and transport companies; producing meeting materials; and providing other administrative support as needed.
- Support the CEO in liaising with key stakeholders, including sponsors, in relation to these events.
- Support State Branch events.

Communications, marketing and other support duties

- Develop and deliver communication and marketing strategies for our events and programs, which target the right audiences and drive up participation, working with colleagues and external contractors as appropriate.
- Develop resources such as meeting materials, written guides, videos and social media content in relation to our programs and events, working with colleagues and external contractors as appropriate.
- Draft and oversee event budgets and develop materials to share with sponsors/donors.
- Support relevant administrative tasks including: managing correspondence with Fellows, mentees, speakers, sponsors and participants; data management and accurately maintaining records; and assisting with the preparation of outputs such as content for the AAHMS website, newsletter and social media.
- Provide a high quality service to the Academy's Fellows, Associate Members and stakeholders, ensuring that all enquiries are handled quickly, efficiently and courteously.
- Support the CEO, members of the Executive and Council with other tasks as directed.

Key Eligibility Criteria

Qualifications and experience	Essential	Desirable
A proven track record of managing successful programs or events, ideally in a scientific, research or higher education environment	X	
Demonstrated administrative, organisational and IT skills, including the ability to work independently and to manage multiple priorities to meet short- and long-term deadlines	X	
Demonstrated knowledge and understanding of the health and medical research landscape in Australia, for instance this might include familiarity with the issues faced by early- and mid-career researchers targeted by our events and programs	X	
Strong interpersonal and communication skills (both oral and written), including the ability to liaise with senior scientists, academics and/or health professionals, as well as external stakeholders	X	
Self-motivated, a flexible attitude and a proven ability to contribute positively to the work of a small team	X	
Able to be flexible about working hours and travel within Australia from time-to-time	X	
Relevant tertiary qualification (or equivalent experience)	X	
Demonstrated ability to develop new initiatives and see them through to successful completion.		X
Professional experience of using relevant online communication channels such as social media for promotional and marketing purposes, or other relevant digital/design skills, e.g. desktop publishing software		X
Experience of managing project budgets and/or raising funds through sponsorship		X

How to apply

Applicants must provide the following:

- Up to date CV with contact details of at least two referees, one of which should be the current/most recent employer.
- A cover letter of not more than three pages including a statement to explain how the candidate meets the key eligibility criteria.

Applications should be sent via email to recruitment@ahms.org and must be received by 23.59 AEDT on Sunday 17 January 2021.

For further information on this role, please contact Catherine Luckin, CEO, Australian Academy of Health and Medical Sciences: ceo@ahms.org.