



Position Description

Job title	Fellowship, Awards and Administration Coordinator (maternity cover)
Job type	Full time, 12-month fixed-term contract (maternity cover)
Location	Sydney or Brisbane (we have offices in both locations)
Reports to	Chief Executive Officer
Salary	\$75,000 - \$90,000 per annum commensurate with skills/experience, plus superannuation and very attractive salary packaging options.

Primary function

The Fellowship, Awards and Administration Coordinator plays a key role in delivering the Academy's annual election and awards cycles and in providing important administrative support.

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 approximately 450 Fellows located in all of Australia's States and Territories. The Academy is a registered charity.

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.

About the role

Reporting directly to the CEO, the Fellowship, Awards and Administration Coordinator manages the day-to-day functioning of the Academy's Fellowship election and awards selection processes and provides important administrative support associated with the Academy's Fellowship and operations.

The Fellows are at the heart of the Academy's work and the annual election process is therefore a critical area of business. Our Fellows contribute to a range of projects, programs and events, undertaken by AAHMS, which require high quality administrative support. Our awards recognise excellence in particular areas of Australian health and medicals sciences.

The Fellowship, Awards and Administration Coordinator liaises regularly with our Fellows, Associate Members, and other health and medical researchers. The role requires excellent interpersonal skills, exceptional organisation skills and the ability to manage competing priorities to meet deadlines. The Fellowship, Awards and Administration Coordinator has meticulous attention to detail and is a team-player, who relishes the opportunity to make a positive contribution across different aspects of the Academy's work.

The role may occasionally require flexible working hours and/or domestic travel, for which advance notice will usually be provided.

Main duties/responsibilities

Fellowship election

- Lead the coordination and planning of the Academy's annual election cycle and lead delivery of all associated actions and milestones to meet relevant deadlines, in line with Academy policies – working with the CEO and relevant Academy Fellows as appropriate.
- Receive, collate and organise new and existing Fellow nominations.
- Prepare the paperwork associated with the election process and proactively manage correspondence and the peer review process in line with relevant deadlines.
- Liaise with and support Fellowship Selection Committee Chairs and members to ensure they are able to fulfil their roles in the election process.
- Coordinate the development, roll out and maintenance of our new online election system (Award Force).

Honorific awards

- Lead the coordination and planning of the Academy's honorific awards and lead delivery of all associated actions and milestones to meet relevant deadlines, in line with Academy policies – working with the CEO and relevant Academy Fellows as appropriate.
- Receive, collate and organise awards nominations.
- Prepare the paperwork associated with the awards selection processes and proactively manage correspondence and the peer review process in line with relevant deadlines.
- Liaise with and support Awards Selection Committee Chairs and members to ensure they are able to fulfil their roles in the election process.

Operational support

- Lead on the maintenance and development of the Academy's CRM system (Salesforce) including the data held and the underlying functionality.
- Maintain records and essential documentation accurately and promptly, through data entry and electronic filing using a combination of the Academy's CRM, spreadsheets and other software.
- Assist the CEO with the coordination and facilitation of key Academy meetings, including identifying meeting dates for key Academy committees (e.g. Executive, Council), liaising with venues and caterers, and providing secretarial support where needed.
- Respond to telephone and email enquiries, and assist with the coordination of mail outs.
- Assist with the preparation of relevant documents, policies and communications, including correspondence and meeting papers, and support the Communications and Media Manager to generate content relevant to the Academy's Fellowship and Awards activities.
- Support relevant aspects of the Academy's events, including the Academy's annual meeting, where we announce and welcome our new Fellows.

- Provide a high-quality professional service to Fellows and associates of the Academy and ensure that all enquiries are handled quickly, efficiently and courteously.
- Perform duties at all times being mindful of the need to monitor and manage cybersecurity.
- Support the CEO and members of the Executive and Council with other tasks as directed.

Key Eligibility Criteria

Qualifications and experience	Essential	Desirable
Strong interpersonal skills, including the ability to liaise with senior academics and/or health professionals	X	
Demonstrated administrative, organisational and IT skills; including the ability to work independently and manage multiple priorities to meet short- and long-term deadlines	X	
A successful track record of managing relevant administrative processes, such as grants, research or peer review processes	X	
Excellent written and oral communication skills	X	
Demonstrated ability to collect, collate and maintain information accurately and reliably, including maintaining electronic records and managing large volumes of electronic correspondence and paperwork (incoming and outgoing)	X	
Self-motivated, a flexible attitude and a proven ability to contribute positively to the work of a small team	X	
Relevant tertiary qualification or equivalent experience and familiarity with the Australian research and/or higher education environment	X	
Experience of maintaining and using a CRM system to support organisational performance (the Academy uses Salesforce)		X
Experience of using electronic platforms to support operational processes (e.g. the Academy is implementing a new election system via Award Force)		X

We recognise that applicants may have experience with CRMs and online platforms, but not those used by the Academy. Training will be available as required for relevant platforms, such as Salesforce and Award Force.

How to apply

Applicants must provide the following:

- Up to date CV with contact details of at least two referees.
- A cover letter of not more than three pages including a clear statement to explain how the candidate meets the key eligibility criteria outlined above.

Applications should be sent via email to recruitment@aahms.org and **must be received by 09.00 AEST on Monday 27 June 2022**. We are ideally seeking someone to start in early August.

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

The Australian Academy of Health and Medical Sciences values social and cultural diversity and is committed to the principles of equal employment opportunity.