



Australian
Academy of Health and
Medical Sciences

POSITION DESCRIPTION

Job title	Program and Events Manager
Job type	Full time or 0.8 FTE, permanent
Location	Sydney or Brisbane (we have offices in both locations)
Reports to	Chief Executive Officer
Salary	\$90,000 - \$105,000 per annum commensurate with skills/experience, plus superannuation

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. We are a registered charity.

Our purpose is to advance research and innovation in Australia to improve everyone's health. We do this by providing expert advice to decision-makers, supporting early- and mid-career researchers, and engaging patients and the public. To deliver on this purpose through our five strategic objectives:

- Celebrate and strengthen research
- Influence policy
- Nurture future research leaders
- Build the health-academia-industry interface
- Support Aboriginal and Torres Strait Islander health and wellbeing

Our Fellows sit at the heart of our work. They are Australia's best researchers, who are elected to the Academy because of their outstanding achievements and exceptional contributions to health and medical science in Australia. They come from universities, medical research institutes, health services, industry, charities and the public service. AAHMS currently has 475 Fellows located in all of Australia's States and Territories.

The diversity of talent and expertise among these Fellows generates an independent, authoritative voice that spans the breadth of translational biomedical and clinical research in Australia. The Academy is therefore uniquely positioned to convene cross-sector stakeholders from across Australia to address the most pressing health challenges facing society. We work with the community, industry and governments to tackle those challenges.

This is an exciting time to join the Academy as we are growing our programs and events as they grow in popularity and reach. The postholder will have an opportunity to shape our strategic thinking about how we can best position our events and develop our programs to ensure they are of most value. The successful candidate will have the skills and experience to drive forward an ambitious agenda, working closely with the CEO and our small, dynamic team based across Sydney and Brisbane.

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, including:

- Our **Mentorship Program** pairs emerging health and medical research leaders with Academy Fellows to support and enhance the career development and leadership capabilities of the mentee. <https://aahms.org/programs/mentorship/>.
- 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 and other clinical students, junior clinicians and early career researchers to combine a career in research with their clinical practice. We enhanced this program in 2023, with new branding, a fresh approach and more digital materials. We are seeking to build on this further and extend the program's reach. <https://aahms.org/programs/lacs/>.

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.

Our 2023 meeting will take place in Brisbane. The event attracts world-leading scientists and health professionals to share their knowledge and insights. <https://aahms.org/events/2023-aahms-annual-meeting/>.

Other programmatic elements that underpin our objectives include the activities of our state branches, who need support with local events from time to time.

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, health, research or higher education environment since the Academy's programs and events have a strong scientific component. 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 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.

Main duties/responsibilities

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.
- Generate, develop and deliver event programs (event structures, themes and speakers) that are 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 where needed.

Program development and delivery

- Coordinate delivery and administration of the Academy's Mentorship Program 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 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.

Communications, marketing and other support duties

- Work with the Academy's Communication and Media Manager to develop and deliver communication and marketing strategies for our events and programs, which target the right audiences and drive-up participation.
- 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.
- Draft and oversee event budgets and develop materials to share with sponsors/donors.
- Support relevant operational tasks including managing correspondence with Fellows, mentees, speakers, sponsors and participants; data management and accurately maintaining records; and assisting with preparing outputs, e.g. content for our website, newsletters and social media.
- Support the CEO and 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, health, 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	
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 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
Demonstrated ability to develop new initiatives and see them through to successful completion.		X
Experience of managing project budgets and/or raising funds through sponsorship		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

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 Friday 11 August 2023.

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.