

POSITION DESCRIPTION: MINDGARDENS EXECUTIVE OFFICER

The Mindgardens Alliance is a newly established partnership organisation comprising Black Dog Institute, Neuroscience Research Australia (NeuRA), South Eastern Sydney Local Health District (SESLHD) and UNSW Sydney (UNSW). The inaugural Board meeting was held on 8 February 2018 under Alliance Chairman John Grill AO. The Board has appointed Prof Helen Christensen and Prof Peter Schofield as Joint Interim CEOs to work on establishing the Alliance.

We seek an Executive officer to work with the interim CEOs to establish, develop and lay the ground work for this exciting initiative. The Alliance aims to create a centre of excellence in research, education and care for brain disorders, mental health and drug and alcohol problems. While much has been achieved over the last years laying the ground work for the initiative, the formal creation of a joint venture involving the four founding partners has now been achieved.

Job Purpose:

The Executive Officer manages implementation of strategic and operational plans and policy for the Mindgardens Alliance. They support the Co-Directors of the Alliance by providing effective general management of operational and administrative systems, processes and projects, ensuring compliance with University and external legislative/regulatory policies and procedures, and provision of support to executive related functions. The position also provides administrative support to the Executive Committee of the Alliance.

Duties:

- Coordinate and implement defined planning and business services including but not limited to:
 - a. Coordination of annual strategic and operational planning process on behalf of the Co-Directors
 - b. Policy development related to executive and other corporate functions
 - c. Procedures implementation related to executive and other corporate functions
 - d. Review and undertake continuous improvement in business and administrative systems and procedures that underpin the executive functions of the Alliance
- Coordinate the executive workplan, key performance indicators and budget as delegated by the Co-Directors, and oversee all executive expenditure
- Coordinate and prepare reports on Alliance activities and progress against plans
- Provide high-level advice and executive support and assistance to the Co-Directors, including providing secretariat support for relevant meetings
- Manage the flow of material, correspondence and information to and from the Co-Directors Office, ensuring the Co-Directors are fully informed on current issues
- Maintain knowledge of internal and sector wide issues affecting management of the Alliance and ensure the Co-Directors are alerted to those issues.
- Draft planning and discussion documents for the Co-Directors when required
- Prepare submissions to other parties within and external to the organisation on behalf of the Co-Directors
- Liaison with external stakeholders to further the goals and objectives of the Alliance
- Support The Executive Committee of the Alliance
- Draft internal communications on behalf of the Co-Directors, and liaise with Executive and Senior Managers across organisations to ensure appropriate information transfer and reporting
- Provide briefings for external meetings on behalf of the Co-Directors
- Manage and communicate business establishment and change within the Alliance in a positive way
- Ensure that the Alliance record keeping is safe, accessible, accurate and current

Reporting relationships:

Supervisor's title:	Co-Directors of the Mindgardens Alliance
Key relationships:	Board, Executive and Senior Management teams
Positions reporting to this position:	N/A

Selection criteria:

Essential Criteria

- Relevant tertiary qualifications and extensive previous experience in a senior executive support role
- Demonstrated skills in strategic and operations planning to achieve organisational strategic objectives
- Excellent interpersonal, consultation and negotiation skills, with a proven ability to advise, influence and build trust with senior internal and external stakeholders, and to “manage up”
- Previous experience as a change agent, proven ability to motivate and persuade others, to identify the need for change and to lead new initiatives, including externally generated changes
- High level administration, organisational and management skills including demonstrated experience managing multiple, functions/projects and priorities, and a proven record of successful staff management
- Demonstrated capability in the management of financial, budgeting and reporting systems
- Experience providing strategic and operational secretariat support to senior level committees, boards or other executive meetings.

Desirable

- Experience in a research environment that is consistent with the mission and objectives of the Mindgardens Alliance, with a good understanding of the broader research context
- Experience in the independent Medical Research Institute sector or in the University Sector.