



Australian  
Academy of Health and  
Medical Sciences

## Position Description

<b>Job title</b>	Policy and Projects Officer or Senior Officer (dependent on experience)
<b>Job type</b>	Full-time, three-year contract
<b>Location</b>	Brisbane (Woolloongabba)
<b>Reports to</b>	Chief Executive Officer
<b>Salary range</b>	\$70,000-90,000 per annum, commensurate with skills/experience + superannuation

### Primary function

The Policy and Projects Officer/Senior Officer leads and supports policy work and projects that enable the Academy to promote health and medical research and its translation into benefits for society.

### About AAHMS

The Academy of Health and Medical Sciences' mission is to promote health and medical research and its translation to enable a healthier community in Australia and the World. The Academy was established to provide an impartial and authoritative voice for health, informed by the best available evidence and expert advice from the best and brightest in health and medical research. Established in 2014, the Academy now has a Fellowship of over 300 and continues to grow. The Academy's aims are to:

- Promote academic medicine and translational health and medical sciences in Australia.
- Develop and encourage future generations of health and medical researchers.
- Provide independent advice to government, industry and the community on issues relating to evidence-based medical practice and medical research.

This is an exciting time to join AAHMS, as we enter a period of growth. With a new CEO in post and recent relocation to our new headquarters in Brisbane, the successful candidate will join a small, dynamic team and will work with leading health and medical scientists from across the country.

### About the role

Reporting directly to the CEO, the Policy and Projects Officer/Senior Officer will manage the day-to-day operations of high impact policy projects on key health and medical research issues. The Academy's elected Fellows represent Australia's leading health and medical scientists – they contribute to a range of projects, programs and events. AAHMS is entering a new phase of policy work, which will see us embark on policy projects that deliver our mission to promote health and medical research and its translation. Projects



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will include consultation responses, roundtable meetings, workshops/symposia and more long-term projects led by expert working groups.

Working as part of a small team, the Policy and Projects Officer/Senior Officer will contribute to all phases of policy work, from conception and scoping; through to delivery, research and drafting; and onto dissemination and follow-up. They will have excellent interpersonal and organisation skills, with a demonstrated ability to manage competing priorities to meet short and long term deadlines. They will be familiar with the Australian health and medical research landscape and with policy issues currently facing the sector. They will also ideally have experience of policy analysis and of developing and managing policy projects on health and medical research issues. The successful candidate must be comfortable working closely with senior academics and health professionals, and will have experience of managing professional relationships with external stakeholders or collaborators.

We anticipate that this role will require some domestic travel and flexible working hours, for which advance notice will be provided.

### **Main duties/responsibilities**

#### *Managing policy projects:*

- Deliver day-to-day management of the Academy's major policy projects, such as expert working groups, expert roundtable meetings, workshops/symposia and consultation responses.
- Work with relevant Fellows, stakeholders and other experts in relation to all aspects of policy projects, as required – providing a high quality of service at all times, ensuring that all enquiries are handled quickly, efficiently and courteously.
- Undertake research to identify the key issues and gather relevant evidence in relation to policy projects, using this to produce high quality analysis for the Fellows and other experts involved in projects. Work with these individuals and key stakeholders to develop project conclusions and associated recommendations.
- Draft evidence-based policy outputs, including policy reports, meeting reports (e.g. from roundtables/workshops/symposia), consultation responses, correspondence and briefings.
- Support the final aspects of report preparation – including report/output design, dissemination and follow-up activities.
- Undertake scoping work on potential future projects, including through correspondence with Fellows and other experts, liaison with external stakeholders and desk-based research tasks.
- Maintain an excellent understanding of the health and medical research landscape in Australia and monitor key policy issues.



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- Develop a good understanding and maintain a record of Fellows' expertise.

#### *Stakeholder and external engagement*

- Support the CEO, Executive, Council and Fellows (where relevant) to liaise with key stakeholders in relation to policy issues.
- Maintain and draft content for relevant pages of the Academy's website, and contribute to other outputs such as newsletters, web content including online news items, briefings, press releases and social media posts.
- Maintain a good network of contacts across relevant stakeholders and attend external events and meetings.

#### *Operational support for policy projects and other activities*

- Undertake administrative tasks that support the delivery of policy projects, such as arranging meetings or events and drafting project materials including meeting agendas, programs and papers.
- Manage correspondence with Fellows in relation to policy projects.
- Occasionally manage project budget lines.
- Assist with the preparation of AAHMS documents, including correspondence, meeting papers and content for the AAHMS website and newsletter.
- Support the CEO, Executive and Council with the delivery of key Academy events, such as the annual meeting, and other projects or tasks as directed.



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## Key Eligibility Criteria

<i>Qualifications and experience</i>	<i>Essential</i>	<i>Desirable</i>
Relevant tertiary qualification (or equivalent experience)	X	
Excellent analytical skills and a proven ability to synthesise complex information into coherent outputs	X	
Knowledge of the health and medical research landscape in Australia and the associated policy landscape	X	
Strong interpersonal and networking skills, including the ability to work closely and confidently with senior academics/health professionals and external stakeholders	X	
Excellent written and oral communication skills, ideally including experience of drafting policy outputs	X	
Demonstrated administrative, organisational and IT skills; including with the ability to work independently and to manage multiple priorities to meet short and long term deadlines	X	
A successful track record of managing projects	X	
A flexible attitude and a proven ability to contribute positively to the work of a small team	X	
Experience of policy analysis/research or policy project development and management		X
Experience of organising information/evidence gathering events or meetings, such as roundtables, workshops or symposia		X

### How to apply

Applicants should 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.
- Cover letter.
- Statement outlining how the candidate meets each of the key eligibility criteria.

**Applications should be sent via email to [recruitment@aaahms.org](mailto:recruitment@aaahms.org) and must be received by 23.59 AEST on Tuesday 3 July 2018.**

For further information on this role, please contact Catherine Luckin, CEO, Australian Academy of Health and Medical Sciences: [ceo@aaahms.org](mailto:ceo@aaahms.org).