

## POSITION DESCRIPTION

### Executive Officer

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Join the peak body representing medical schools across Australia and New Zealand, and be a key support to our members and their work with external stakeholders.

#### The role

As a key part of our small, committed policy and project team, you will be central to supporting some of our standing committees and will manage a number of projects run in partnership with external stakeholders.

You will be responsible for providing high level executive and secretariat support, including meetings, communications, administrative support, and stakeholder coordination. You will manage and help progress a range of projects in support of our members' needs, to facilitate our communities of practice, and to help support the ongoing quality improvement of our members work. Within this role, you will be the key support for GEMPASS Australia (a group of 10 of our member universities, previously known as the GAMSAT Consortium), in their work relating to applications to graduate-entry medical programs.

Needing exceptional organisational and stakeholder engagement skills, the role requires you to be proactive, solution-oriented, and highly professional, with the ability to effectively prioritise and manage concurrent tasks and competing deadlines. Excellent communication skills are crucial.

#### Required skills and experience

- Exceptional organisational abilities and experience working at a senior level providing secretariat and executive administrative support
- Demonstrated project management skills and experience
- Proven ability to engage and develop productive relationships with key stakeholders
- Excellent interpersonal skills with the ability to work collaboratively and effectively with teams, and build and maintain networks with professional and academic staff at all levels across our membership
- Highly results-oriented and proactive about problem-solving
- Understanding and commitment to effective record-keeping, with strong attention to detail when needed
- Excellent written and verbal communication skills
- Highly developed skills using Microsoft Office applications
- Ability to self-motivate and work independently, as well as within a team to contribute to shared goals
- Highly professional and with a desire to contribute and make a difference
- Experience with Zoom, Microsoft 365, Sharepoint, and Teams desirable

Reporting to the CEO, this is a full-time role based in central Sydney (when out of lockdown).

**To apply**, please send your resume and short cover letter to [admin@medicaldeans.org.au](mailto:admin@medicaldeans.org.au)

Closing date for applications is **COB Monday 11 October 2021**

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**Background on the organisation**

*Medical Deans Australia and New Zealand is the peak body representing professional entry-level medical education, training and research in Australia and New Zealand. Our members are the 23 medical schools across the two countries, whose focus is on planning for, developing and supporting the medical graduate medical workforce our communities need.*

*Medical Deans works to ensure the quality, breadth and rigour of our medical teaching and training remains among the best in the world, and advocates for and contributes to effective policies to improve medical education, contribute to health workforce planning, improve Indigenous health, and support excellence in research to improve the health of all people in Australia and New Zealand.*

Visit our website [here](#)