

# CEO



## Medicines Australia

Better health through  
research & innovation

Medicines Australia is the peak body representing the discovery-driven pharmaceutical industry in Australia. Its member companies invent, manufacture and supply innovative medicines and vaccines to the Australian community.

Working with a committed Board and experienced Secretariat, you will engage with the highest echelons of government, the innovative medicines and vaccines industry, consumer groups, other membership organisations and the health professions to shape policy and ensure industry sustainability.

A seasoned senior executive, you have the clarity of thought, strength of leadership, and influence to drive tangible outcomes for Medicines Australia and its constituents. Superlative stakeholder engagement skills and a passion for healthcare contribute further to your alignment with this pivotal role.

Please view the Position Description on [www.brookerconsulting.com.au](http://www.brookerconsulting.com.au) and send a brief CV (Word format, up to 5 pages) to [career@brookerconsulting.com.au](mailto:career@brookerconsulting.com.au) or ring Jeremy Wurm on 03 9602 1666, in confidence.

**BROOKER**  
Consulting



[www.brookerconsulting.com.au](http://www.brookerconsulting.com.au)

625BRO



Medicines  
Australia

## Position Description – Chief Executive Officer

Team	CEO
Employment type	Contract 1.00 FTE
Reporting to	Chairman of the Board
Direct reports	Director, Policy & Research Director, Public Affairs Director, Ethics and Compliance Manager, Corporate Services Executive Assistant to the Chief Executive and Leadership Team

### Position Purpose

To ensure, in partnership with the Board, the overall success of Medicines Australia.  
To lead the day to day operations of a Medicines Australia team which is member focused and builds robust stakeholder relationships and industry knowledge.  
To influence the development of cogent government policy and to build the reputation of a self-regulating innovative medicines industry for positive industry outcomes and a thriving pharmaceutical and health environment.

### Responsibilities

#### Strategic Leadership

In accordance with the policy and delegations laid down by the Board of Directors and within the guidelines of the 5 year strategy, lead, develop and manage the delivery of the vision, strategy and operating plan and ensure the achievement of strategic priorities and the organisations accountability to its members and the broader community.  
Develop and maintain internal controls and reporting systems to inform the Board on compliance and legislative requirements.  
Provide direction and enable the Board to carry out its governance responsibilities.

#### People Leadership

Provide leadership in the development of organisational capacity, management teams, skills and appropriate cultures.  
Lead and develop the secretariat through the application of Medicines Australia's leadership structures to cultivate a motivated, member focused and productive team which delivers sustainable performance.

## Member Focused Culture

Lead a member focused culture to ensure a robust and consistent focus on member benefits and value in all activity.

Actively manage member expectations.

Ensure a high level of awareness and understanding of members businesses, issues and industry requirements.

## Industry Knowledge

Maintain a high level of awareness and understanding of Australian and international developments in the pharmaceutical and health environment and in-depth knowledge of current political trends and implications for the innovative medicines industry.

Ensure a high level of awareness and understanding of issues affecting our members and the innovative medicines industry is maintained throughout the secretariat.

Ensure promoted policy and compliance positions are formed on a solid foundation of qualitative and quantitative research and data.

## Collaborative Culture in Medicines Australia

Establish and lead a culture of collaboration through the establishment and management of structures to ensure knowledge sharing and supportive behaviour throughout the secretariat.

Lead by example.

## Relationship Building with Members and Stakeholders

Work with the Board of Directors in the formulation of policy and approval of budgets.

Champion member and external stakeholder engagement and provide effective mechanisms to assimilate expectations, align and unite stakeholders with the strategy and initiatives.

Develop high level relationships with member executives and with key decision makers in external stakeholders groups.

Ensure that the secretariat develop effectual relationships with member executives/personnel and with key decision makers in external stakeholder groups as appropriate.

Represent Medicines Australia at relevant senior industry forums and with media.

## Building Corporate Knowledge, Data and Information

Ensure the development of appropriate information and data platforms to support the security and quality of Medicines Australia's internal and industry corporate knowledge.

Ensure the development of appropriate communication platforms to support member and external stakeholder access to information and communications.

Ensure the ongoing collection and effective storage of data and information across all platforms and the application of storage protocols and accessibility for the secretariat.

## Stakeholders/Groups

Board of Directors

Members

Strategic Committee and Groups

Government

Advocacy groups

Academic community

Compliance Committees

Patients and Australian public

Outsourced corporate services provider

## Selection Criteria

<p><b>Formal qualification</b></p>	<p>Post Graduate Degree in Management            Bachelor Degree            Graduate diploma in Corporate Governance</p>
<p><b>Industry – knowledge and experience</b></p>	<p>Knowledge of the Australian pharmaceutical funding, distribution process and issues.            Sound understanding of contemporary healthcare policy.</p>
<p><b>Capability – knowledge and experience</b></p>	<p>Experienced CEO or competent, credible senior manager attuned to leading a senior management team in a complex funding and regulatory environment.            Thorough knowledge of and managerial experience in finance, governance, risk, quality assurance, corporate compliance, information technology, continuous improvement, and change.            Proven experience in reporting to a Board.            A track record of successful leadership in stakeholder engagement and advocacy.            Proven ability to develop, implement and monitor performance of strategic and business plans.</p>
<p><b>Skills</b></p>	<p>Well-developed standards of personal presentation.            Demonstrated ability to provide and maintain a safe and supportive environment for staff including professional development and a positive workplace culture.            Highly developed communication (written and verbal), interpersonal and public speaking skills.            High level strategic, analytical, problem-solving and negotiation skills.</p>
<p><b>Technology skills</b></p>	<p>Thorough knowledge of and managerial experience in information technology and infrastructure.            Possessing a range of IT skills to undertake daily activity as a senior manager and the ability to apply IT as a management tool.            Strong to advanced skills across the Microsoft Office suite, particularly Word, Excel, PowerPoint.</p>

<p>Approved:</p>	<p>Signature:            Name:            Title:            Date:</p>
------------------	---