

# General Manager

Faculty of Pain Medicine



**ANZCA**  
FPM

*Promoting the importance and profile of Pain Medicine*

The Faculty of Pain Medicine (FPM) within the Australian and New Zealand College of Anaesthetists, promotes and advances the specialisation of pain medicine throughout Australasia. FPM's strategic objective is to enhance its identity within the pain medicine community and political circles, so that it is recognised as an international authority on all aspects of pain medicine, including clinical standards, advocacy, training, partnership and workforce development.

Reporting to the CEO, and part of the senior leadership team, the GM leads FPM, realising its ongoing vision, and delivering all FPM aspects of the ANZCA strategic plan. The position has oversight of operational management of the Faculty, providing professional advice and support to the Board and committees. The GM liaises closely with the Dean of the Faculty, promoting its identity through strong, targeted advocacy with participating bodies, professional organisations, government and allied health organisations, and potential Fellows.

You are a highly qualified manager with proven strategic leadership skills acquired in advocating with government and industry. Exposure to health, academia and transnational collegial team operations would be well regarded.

Please view the information 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.

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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	General Manager
<b>DEPARTMENT/UNIT:</b>	Faculty of Pain Medicine
<b>EFFECTIVE DATE:</b>	
<b>EMPLOYMENT STATUS</b> ( <i>full-time, part-time</i> )	Full-Time

<b>INCUMBENT</b>		
<b>SIGNATURE</b>		<b>DATE:</b>

<b>MANAGER</b>	Nigel Fidgeon	
<b>TITLE:</b>	Chief Executive Officer, ANZCA	
<b>SIGNATURE:</b>		<b>DATE:</b>

### 1. ORGANISATIONAL CONTEXT

The Faculty of Pain Medicine (FPM) was formed in 1998 with the objective to promote and advance the specialisation of pain medicine throughout Australia, New Zealand and the Asia Pacific region. The Faculty develops and administers the training and examination processes and bylaws necessary for trainees to achieve fellowship status as specialist pain medicine physicians.

FPM's strategic objective is to increase and strengthen its identity within the pain medicine community and political circles so that it is recognised as an international authority on all aspects of pain medicine. This includes clinical standards, strong advocacy, partnership development and workforce development. Simultaneously, it must utilise ANZCA's well-established strengths and mature systems to strengthen performance and reduce operational risks.

The General Manager is responsible for the strategic leadership of FPM, including contributing to the ongoing vision of the Faculty, and delivery of all aspects of the strategic plan. The position is also responsible for all operational management of processes that support the day to day operation of the Faculty. This includes the provision of professional advice and support to the Board, its committees and various working groups. The General Manager is also responsible for the promotion of the Faculty's identity through strong and targeted advocacy with the participating bodies, professional organisations, government and allied health organisations and potential Fellows. The General Manager liaises closely with the Dean of the Faculty on the operation of the Board and other strategic matters.

The General Manager is part of the Senior Leadership Team of ANZCA and is a member of the FPM Executive Committee, Professional Affairs Executive Committee and Training and Accreditation Executive Committee.

**This position reports to:**

- CEO ANZCA

**Direct reports:**

To be added when organisation structure is finalised.

**2. RESULT AREAS****Strategic leadership**

- Lead the development of the Faculty's strategic plan identifying strategic priorities which grow and expand the Faculty's identity and influence in the field of pain medicine.
- Proactively lead the implementation of all elements in the strategic plan as they relate to FPM in collaboration with the FPM Board, the CEO and ANZCA council.
- In partnership with the Director of Safety and Advocacy, lead a strong and targeted advocacy program with external stakeholders at state and federal level for increased funding for pain services and to increase and strengthen the identity of the Faculty as the preeminent authority on pain medicine.
- Lead a strong and targeted advocacy program to promote the role of pain medicine, in particularly during state and federal election cycles.
- Advocate for greater pro bono contributions from Fellows and develop a strategy for attracting new trainees and Fellows.
- Proactively identify opportunities to increase the level of funding through innovative, diverse and multidisciplinary educational programs and other sources as identified.
- In consultation with the FPM Board, manage external relationships both within Australia and New Zealand and internationally as required.

**Operational Oversight**

- Lead the development of the Faculty's yearly business plan and manage effective implementation. Provide operational support to the Board, including advice on College policies.
- Develop projected budgets in consultation with the ANZCA Director of Finance and Services and manage expenditure within budget.
- Oversee preparation of reports to ANZCA Council, including the annual report.
- Oversee the timely delivery of services in accordance with the service charter and the accurate maintenance of records for fellows and trainees.
- Ensure compliance with the College Constitution and all ANZCA policies.

**Board and Committees**

- Ensure that support is provided to the Board, committees and working groups including the implementation of decisions and initiatives.
- Advise ANZCA CEO and Dean of any board discussions which may involve a conflict with policy. Similarly, advise and assist the board to work towards outcomes that are consistent with ANZCA direction.
- Oversee the Board election processes in accordance with the by-laws.

**Training program**

- Oversee the operations of all aspects of the Faculty's training program.
- Oversee accreditation of training units in accordance with the review schedule.

**Fellows**

- Maintain oversight of Fellow participation in Faculty's CPD Program. Maintain oversight of timely delivery of CME activities.

**Team leadership**

- Lead the faculty team with clear direction and purpose, empowering staff to competently perform all delegated duties, engendering strong team work, good morale and continuous improvement.
- Actively provide opportunities for training and development
- Liaise with the General Manager People & Culture to maintain sound human resource practices.

**Senior Leadership Team**

- Actively participate in the senior leadership team; collaborate in a manner that engenders mutual trust and respect.
- Liaise on areas of shared responsibility.

- Work collaboratively across ANZCA to optimise synergies and resources to achieve the objectives of the strategic objectives as they relate to FPM.

### 3. WORKING RELATIONSHIPS

<b><i>Internal</i></b>	<b><i>Nature of relationship</i></b>
CEO ANZCA	Liaison regarding strategic and operational matters.
Dean of the Faculty of Pain Medicine	Liaison on all matters associated with the operation of the faculty board.
FPM Director of Professional Affairs	Liaison regarding professional matters.
Senior leadership team	Participate as an active member of the college senior leadership team. Liaise regarding shared responsibilities.
<b><i>External</i></b>	<b><i>Nature of relationship</i></b>
Fellows and trainees	Escalation of serious issues following review by the Operations Manager.
Directors of Pain Management Units and Supervisors of Training	Escalation of serious issues following review by the Operations Manager.
Other Colleges	Liaison as required to promote the faculty.
Australian Pain Society, New Zealand Pain Society and Painaustralia	Implement active advocacy program including promotion of the faculty's strategies.
Government and external agencies	Lead and implement active advocacy program including promotion of the faculty's strategies.

### 4. AUTHORITY LEVELS

This position functions under the broad direction from the CEO ANZCA and liaison with the Dean FPM and is required to make management decisions regarding the organisation of work to ensure that the faculty achieves its strategic goals and functions efficiently and effectively within the Constitution, regulations, by-laws and policies of ANZCA and FPM.

## 5. SELECTION CRITERIA

### Essential

1. Appropriate postgraduate tertiary qualifications ideally in business administration or a related discipline.
2. Experience in senior management that has included:
  - Strategic leadership
  - External advocacy with government and industry
3. Highly-developed interpersonal skills and the ability to communicate effectively with a wide range of individuals and groups; consultative and negotiation skills.
4. Demonstrated experience of leading and managing high performing teams.
5. A strong outcomes focus and the drive to initiate activity and persist to deliver results in matrix organisations where the ability to influence is more important than formal authority.
6. Proven ability to initiate, lead and implement change.
7. Sound judgement and decision-making skills.
8. Strong networking and influencing skills; demonstrated ability to actively network and promote the Faculty with the participating bodies, other associated professional organizations, Government and allied Health organizations.
9. Competent with general IT applications (e.g., Word, Excel, PowerPoint, Database systems) and website usage and navigation.

### Desired

1. Experience in working with a collegial organisation or academic environment.
2. Experience in the healthcare profession with some knowledge of pain medicine.

## 6. OTHER

This position involves work outside normal business hours, e.g., committee meetings, teleconferences, conferences, examinations, and some interstate and overseas travel.