

CEO



- *Australia-wide advocacy and influencing opportunity*

MND Australia is the national peak body representing the 2,000+ Australians living with motor neurone disease. It collaborates with state-based MND associations to promote and influence care and research to achieve the common goal of a world free of MND.

Your brief is to work with the board in leading and managing the organisation in advancing, promoting and influencing its local and national efforts.

With a record of success in association management, you demonstrate initiative, innovation and business savvy in advocating and engaging with state, federal and global stakeholders committed to research excellence.

Please view the Position Description on www.brookerconsulting.com.au and send a brief CV (Word format, up to 5 pages) to career@brookerconsulting.com.au or ring Jeremy Wurm on 03 9602 1666 or Lesley Lightfoot on 0458 543 485, in confidence.

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Chief Executive Officer – Position Description

June 2020



Accountable To:

The MND Australia Board through the MND Australia President

Direct reports:

Executive Director Research
Communications Manager
Information Manager
Administration Officer

Position Purpose:

1. To effectively and efficiently manage MND Australia to achieve the organisation's objectives and policies, demonstrating and encouraging innovation, initiative and excellence.
2. To create, maintain and develop valuable linkages and collaborations with Federal Government and Non-Government Organisations and raise the profile of MND Australia nationally in accordance with the mission statement and strategic objectives.
3. To contribute significantly to the direction and management of MND Australia through consultation with State Associations, and the Board of Directors of MND Australia.
4. To liaise with international organisations, bodies and associations aligned to the MND Australia Aims and Objectives
5. To ensure the financial viability of MND Australia
6. To Secure the financial growth and development of research funding
7. Key areas of responsibility:
 - a) Advocacy at a Federal level, in particular the Department of Health and Ageing at Ministerial and Director General level, and the NDIA up to CEO/DG level.
 - b) Fund raising at a national level.
 - c) Accessing National / International corporates to generate major funding.
 - d) Media liaison to elicit favourable editorial and negotiate media and production of advertising and PR.
 - e) Managing and liaising with high level medical and scientific researchers such as Neurologists, and the submission of compelling grant applications to government and the private sector.

Key Result Area	Activities	Measures
Mission, Policy and Planning	<ul style="list-style-type: none"> ○ Review Strategic Plan as required, in consultation with the MND Australia Board ○ Engage with State Associations to set and develop national strategy ○ With Executive Director Research (EDR), develop and review Research Strategy as required in consultation with the Research Development Committee, the Research Committee and the wider MND community ○ Develop deliverables annually based on current Strategic Plan ○ Communicate strategy 	<p>Strategic Plan approved by agreed deadline</p> <p>State engagement in actioning plan</p> <p>Member satisfaction Research strategy in place</p> <p>Deliverables achieved</p> <p>Agendas for executive management and board meetings and office briefings</p>

Key Result Area	Activities	Measures
Leadership	<ul style="list-style-type: none"> ○ Encourage initiative and excellence ○ Develop a culture of positive achievement ○ Contribute to state initiatives that impact nationally ○ Develop programs to enhance communications nationally ○ Chair and organise monthly Executive Management Group meetings ○ Develop and maintain relationships with other like-minded MND organisations 	<p>Outstanding individual and team achievement examples</p> <p>Climate survey results</p> <p>Feedback from other states</p> <p>A clear concise communications policy and plan</p> <p>State Association engagement and development of shared service model</p> <p>Positive engagement and collaborations with other MND organisations</p>

<p>Management</p>	<p>Lead national advocacy projects</p> <p>Build and manage partnerships with Federal Government.</p> <p>Actively engage in and promote the Neurological Alliance Australia and other aligned national organisations</p> <p>In consultation with the State Associations, identify national policies and position statements to be developed</p> <p>Maintain active engagement with the International Alliance of Amyotrophic Lateral Sclerosis (ALS)/MND Associations</p> <p>Identify the host for the biennial national MND Conference and work with Steering Committee to organise the conference and source funding</p>	<p>Federal Government health, aged and disability sectors have an understanding of the needs of people diagnosed with MND.</p> <p>Number of meetings with senior staff and ministers, supportive policy announcements and grant allocations</p> <p>Positive engagement and collaborations with other organisations</p> <p>Policies and position statements developed to support national advocacy</p> <p>Positive relationships internationally</p> <p>Host identified and effectively supported to deliver National Conference</p>
<p>Donor Management/Research Communications</p>	<ul style="list-style-type: none"> ○ Liaise with major donors (individuals and Foundations) ○ Attend MND fundraising events or delegate to appropriate person ○ Address meetings (eg MND Support Groups) as requested ○ With EDR, Liaise with other research bodies (e.g. Research Australia, Rotary Health Foundation, MSRA, Diabetes Australia) ○ With EDR, Organise Research & Development Committee meetings as required ○ With EDR, deliver annual research conference and MND Connect 	<p>Effective liaison with major donors and their support maintained</p> <p>Relevant fundraising events attended</p> <p>Updates provided to relevant groups as requested</p> <p>Effective liaison and communication maintained with other research organisations, and increased funds available for MND research</p> <p>Research and Development Committee informed of status of current research activities and future research opportunities</p>

Key Result Area	Activities	Measures
Financial Management	<ul style="list-style-type: none"> ○ Ensure efficient delivery of all MND Australia programs ○ Oversee preparation and approval for MND Australia budget. Ensure compliance with budgets. 	<p>Improved ROI on programs</p> <p>Budget prepared and approved within deadline</p> <p>Budget achieved annually. ROI reports developed</p> <p>Accounts provided quarterly for MNDA Board</p>
Governance and Risk	<p>Ensure organisational structures and resources reflect and best enable the achievement of the Association's strategies and directions</p> <p>Manage MND Australia's performance and delivery of strategic objectives</p> <p>Oversee management of MND Australia's services</p> <p>Take all possible steps to minimise MND Australia risk</p> <p>Ensure compliance with all relevant Acts, legislation and ATO requirements</p>	<p>Performance Agreements in place, reviewed annually</p> <p>National training and development plans.</p> <p>Feedback from states and territories</p> <p>Risk management plan developed within agreed timelines.</p>

Decision Making Scope:

Internal and external policy influence: Direct influence over federal government policy, influence over other national internal policies impacting on the lives of people living with MND.

Budgetary management responsibility: Manage MND Australia operating budget and revenue stream and with EDR financial management of the MND Research Institute of Australia.

Essential Criteria:

Education, Experience and Technical Knowledge

- Proven communication, collaboration and negotiation skills
- Experience in advocacy and lobbying at a Federal level
- Experience and access to corporate Australia, including top 200 ASX listed companies
- Confident and competent public speaker with good media skills
- Relevant tertiary qualifications in Business Management, Health or related fields, and relevant expertise
- Ability to manage compliance and advise on governance issues.
- Experience in media and public relations

Essential Competencies

- Visionary leadership
- Operational Decision making
- Marketing and Entrepreneurial Insight
- Coordination of Strategic Direction
- Team Development

IT competencies:

- Intermediate Microsoft suite

Desirable Criteria:

- Understanding and appreciation of Motor Neurone Disease
- Demonstrated expertise in oversight of marketing campaigns
- Non-government organisation experience

Location: Canberra, or other Eastern Seaboard city by agreement

Salary:

MND Australia is a Health Promotion Charity and able to offer FBT exemption in salary packaging

Applications close Monday 31 August

Approval:

Manager	Incumbent
MND Australia President	
Signed:	Signed:
Dated:	Dated: