

## Executive Officer

### Who we are

MND Australia is the national peak body of state organisations that support those living with and impacted by Motor Neurone Disease (MND). Since 1993, we have been the voice for the MND community. Our national and international networks help increase understanding of the disease and advocate for the needs of those affected. Through our research arm – MND Research Australia – we fund world-class research for better treatments and ultimately a cure. Learn more at our [website](#).

### Our Mission

To improve the lives of everyone impacted by MND through advancing research, advocacy and high quality care

### About the Role

This new position will be responsible for:

- providing strategic and operational support to the Chief Executive Officer, undertaking research, drafting correspondence and briefings for the CEO
- providing governance advice and support including coordinating the preparation of Board, Board committee and national Executive Management Group meeting papers, minute-taking and the actioning of decisions
- supporting the CEO on member relationships and engagement
- leading or contributing on national data collection, analysis and reporting
- leading on evaluating and reporting on organisational performance
- leading the risk management function across MND Australia
- reviewing, updating and maintaining governance and other policies
- contributing to MND Australia's Parliamentary and other events
- leading or contributing to various projects and initiatives as determined by the CEO and/or the Executive Director Research
- supporting the delivery of MND Australia's Strategy and related priorities.

### About You

We will be interested in learning more about you if you have all or most of the following:

- a high degree of integrity, professional ethics, self-confidence and initiative
- can demonstrate how your values align with our organisational values
- can bring big-picture thinking and are also focussed on the detail with a solutions-focussed approach
- demonstrated experience in governance including providing high-quality and comprehensive support to a Board, Board committees and executives, as well as reviewing governance policies
- exceptional interpersonal and relationship management skills with proven ability to establish good working relationships with a wide range of stakeholders

- exceptional written – with strong attention to detail and accuracy – and verbal communication skills and also project management skills
- the ability to meet deadlines and competing demands
- proven ability to collect, analyse and report on complex data and information, to inform policy papers, submissions, communications, reports, and more
- experience in strategy implementation, research and delivering successful outcomes
- experience in organisational evaluation and strong commitment to operational efficiency and improvement including impact reporting
- capacity to work independently and as part of a national team
- can contribute to events from conceptualisation through development to delivery.

### **Position Type**

This new ongoing position is initially at three days per week (0.6 FTE) however may be extended to four days per week (0.8 FTE) subject to funding. The position is subject to a six-month probation period. The position will work closely with MND Australia's Chief Executive Officer, the MND Australia Board and Board committees, the national Executive Management Group, State MND Associations as well as a range of stakeholders and partners.

### **Benefits**

We provide various benefits including:

- a purpose-driven and supportive culture
- flexibility in work arrangements to best balance work priorities and your family, study and other personal commitments
- mostly work remotely from your place of choice (and sometimes at the MND Australia office in Canberra, as well as infrequent travel to other State capital cities as required)
- salary based on Social, Community, Home Care and Disability Services Industry Award 2010, Level 5 – pay point 2
- MND Australia is a Health Promotion Charity and is able to offer FBT exemption in salary packaging.

### **Application and consideration process**

For further details regarding this opportunity please contact the MND Australia CEO David Ali via [davida@mndaustralia.org.au](mailto:davida@mndaustralia.org.au) or 0438 202 642.

If you think you can contribute to MND Australia's Strategy and ongoing transformation, please email your application marked 'APPLICATION' in the Subject line to [davida@mndaustralia.org.au](mailto:davida@mndaustralia.org.au) **before Wednesday 31 May 2023.**

For your application to be considered you must submit a current resume (CV), and a brief document that addresses why you would be perfect for this position, what you bring and thoughts on what you would do, how and why drawing on your skills, experiences and passion.