



Executive Officer

Fixed-term appointment for 3 year

We seek an experienced Executive Officer willing to work across issues relating to ageing, providing support to the organisation by working individually and with members, the council and the executive to: develop and coordinate diverse pieces of work to completion, which may include: canvassing of members' opinions; development of submissions; preparing and writing reviews/publications/policy papers; coordinating AAG activities; supporting AAG subgroups; and, representing AAG at forums and events, and on national committees.

Closes: Friday 7 November 2008

Salary: *An attractive remuneration package will be negotiated with the successful applicant*

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INFORMATION FOR APPLICANTS

RESPONSIBILITIES

The Executive Officer will be required to support the AAG President and Executive in progressing the terms of the funding agreement with the Department of Health and Ageing in the following areas:

- International engagement;
- Collaboration with national and international ageing organisations;
- Capacity building in ageing expertise;
- Increasing the profile of key ageing issues (indigenous ageing, transport, productivity, workforce, inclusion and participation); and
- Providing expert advice to government on the challenges of an ageing Australia.

BACKGROUND

The AAG aims to expand knowledge of ageing, with the purpose of improving the experience of ageing. It is Australia's largest multidisciplinary professional association of individuals who work in, or have an interest in, ageing. Our broad membership, across bio-medical psycho-social, service delivery and other disciplines, helps us promote the importance of ageing issues. We are currently seeking an experienced Executive Officer (EO) to work across a variety of projects and issues. The Executive Officer will provide high-level support to the AAG Executive and Council to achieve the outcomes specified in the organisational strategic plan and to ensure the effective operation of the organisation.

The successful applicant will be an individual with experience and interest in ageing issues, as well as the ability to write and present a broad range of communication papers and presentations (including: submissions, position papers, policy reviews, literature reviews, press releases, newsletter articles). The EO will work collaboratively with the Executive and National Council in order to achieve agreed outcomes, and will have a strong focus on the development of position papers/submissions, networking and consulting extensively with members, stakeholders and industry sectors as required.

DUTY STATEMENT

Purpose of Position

The purpose of this position is to provide high level support to the AAG in order to expand the knowledge of ageing within Australia and internationally.

Organisational Relationships

The EO is required to work in a collaborative capacity, reporting directly to the AAG President. The EO also works closely with the AAG Secretariat, Honorary Secretary, other members of the Executive, and the National Council. The Department of Health and Ageing is a key stakeholder in and collaborator with the work of the AAG and is financially supporting the EO's role.

expanding knowledge of ageing

The Australian Association of Gerontology Inc

Suite 154, 236 Hyperdome, Loganhome QLD 4129

Tel: (07) 3103 1391 Fax: (07) 3829 9730

Email: enquiries@aag.asn.au

www.aag.asn.au



Duties:

- Assistance with the overall management and coordination of the AAG's activities.
- Participation in strategy, development and progress meetings, including active involvement in planning and implementing the annual National Conference
- Assistance with the strategic leadership of the organisation, including working with members of the AAG Council to ensure the preparation, implementation and updating of the Strategic Plan
- Coordinating and when agreed taking responsibility for and producing AAG's response to policy and consultation documents from government bodies and others.
- Researching, writing and producing: policy/positioning/briefing papers and literature/research/policy reviews to raise awareness of relevant issues affecting older people both within the organization and externally.
- Developing and maintaining relationships with key stakeholders in ageing; including liaising regularly with relevant local, state and Australian government and non-government organizations to ensure the organisation is kept informed about new programs, funding and strategic directions
- Representing the organisation, as agreed, on boards, groups and advisory committees and at conferences and events, and giving presentations where appropriate, to a range of audiences
- Handling enquiries from individuals and organizations, and managing relationships with the media on behalf of the organisation
- Ensuring the organisation's newsletter and websites are regularly published and updated
- Maintenance of complete and accurate written and electronic records
- Assistance with administration activities related to the operation of AAG projects, as required.
- Other duties as required to ensure the efficient and harmonious operation of AAG.

SELECTION CRITERIA

Essential:

1. Knowledge of ageing issues in Australia
2. High level of communication skills and experience in the preparation and presentation of a range of technical and non technical written and oral communications;
3. Ability to work both independently and collaboratively, as appropriate, and to complete tasks within agreed time frames;
4. Demonstrated communication and interpersonal skills that enable the appointee to effectively liaise with a diverse range of people within and external to the AAG;
5. Ability to liaise and work collaboratively with senior management in government and non-government organisations.
6. Proven ability with office computing software.
7. Completion of a postgraduate degree in a field related to ageing and subsequent relevant work experience;

Desirable

1. Previous experience as an Executive or Policy Officer in a similar organisation

Information for Applicants

This position is fixed term and applicants must be Australian or New Zealand citizens, Australian permanent residents or applicants who are legally entitled to work in Australia. The position offers flexible hours of work, as well as personal development and conference attendance opportunities. The location of the position is negotiable. AAG is an equal opportunity employer.

FURTHER INFORMATION: For further information about this position, after reading the selection criteria and duty statement, contact AAG President, Professor Laurie Buys on (07) 3138-1146 or e-mail: enquiries@aag.asn.au.

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