



Executive Officer

Fixed-term appointment for 3 years

We seek an experienced Executive Officer willing to work across issues relating to ageing, providing support to the organization 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*

THE ORGANISATION

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.

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.

SELECTION CRITERIA

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

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, including the selection criteria and duty statement, contact the AAG Secretariat on: enquiries@aag.asn.au.

expanding knowledge of ageing

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