

Melbourne Global Health and Development Alliance (MGHDA)

POSITION DESCRIPTION

POSITION TITLE: Executive Director

REPORTING TO: Foundation Committee

EMPLOYMENT TYPE: 0.5 EFT fixed term appointment for 12 months with potential for extension.

EMPLOYER: Melbourne Global Health Alliance
(administered by the Nossal Institute for Global Health Ltd)

NUMBER OF REPORTS: 1

This position description is approved by (signatures):

OCCUPANT:..... **DATE:**

Chair, Foundation Committee:.....**DATE:**

1. POSITION SUMMARY

This is an exciting opportunity for a high performing self starter to drive the formation of an effective and sustainable Melbourne Global Health and Development Alliance. The successful candidate will have the chance to make the most of their skills in high-level networking, strategic horizon scanning, problem-solving and adaptive leadership to further develop and promote a dynamic Global Health Alliance.

Supported by the Foundation Committee, the CEO will take a start-up approach to grow the Alliance from its initial developmental phase to an organisation with profile and influence across the sector.

THE ORGANISATION

The Melbourne Global Health and Development Alliance is being established by a foundation group of Melbourne-based health and development organisations and institutions to strategically connect, expand and strengthen work in the global health and development field.

The goals of this Alliance are:

- **To Mobilise** by bringing together individual organisations across the academic, public and private sectors increasing the effectiveness, visibility and impact of the global health sector in Melbourne
- **To Cultivate** innovative partnerships amongst traditional and unexpected organisations and people to expand the sector leading to greater impact.
- **To strengthen the Capability** of the sector through collaborative projects and initiatives.

The Alliance currently consists of influential anchor members that will be part of the Foundation Committee. The Fred Hollows Foundation, University of Melbourne and associated Institutes, The Burnet Institute, Bio Melbourne, Monash University, Australian Red Cross and the Global Ideas Forum to name a few have demonstrated their commitment to the success of the Alliance.

2. KEY RESPONSIBILITIES

2.1 Leading the start-up phase of the Alliance

- Network with all relevant stakeholders to establish priority areas of activity and to promote the Alliance
- Provide advice on key strategic issues important to the establishment of the alliance
- Implement a communications plan that optimises the capacity of digital media
- Provide advice on development of governance and legal structure for the Alliance
- Secure start-up funding for the Alliance, advise on the membership finance fee structure
- Monitor developments in the operational environment of global health and international development.

2.2 Provide support to the Foundation Committee

- Provide secretariat support to the Foundation Committee
- Follow up actions from decisions of the Foundation Committee, and take steps to implement and report back.

2.3 Operational Management

- Oversight of the preliminary work program and foundation activities
- Establish communication processes between members of the Alliance
- As delegated by the Committee, provide legal authority for commitment of MGDHA resources in contracts and agreements with external and internal partners.
- Risk Management, including assessment, monitoring and reporting on financial and operational risks.

3. SELECTION CRITERIA

Essential:

- Outstanding leadership skills and experience in promoting a shared vision and bringing disparate stakeholders together to collectively realise the vision.
- Outstanding interpersonal and verbal communication skills at all levels.
- Demonstrated ability to drive organisational development in conjunction with a governance group, board or committee.
- The ability to identify and summarise issues for decision makers.
- Demonstrated experience of business development including tracking and identification of opportunities and preparation of business tools such as business cases, funding applications and strategic plans.
- Experience in implementing innovative marketing and communications plans, including digital media.
- Demonstrated experience and understanding of global health and development and the sector, including the current operating environment, funding opportunities, key donors and organisations / institutions.

Desirable:

- Understanding of the administrative and statutory requirements for different types of not for profit organisations.
- Experience working across the academic, public and private sectors.
- Familiarity with the operations and management structures across sectors e.g. University, NGO, Local Government Authorities, Bio Techs.

4. PROFESSIONAL ATTRIBUTES

- Energetic self-starter who thrives on meeting challenges and solving problems.
- Experience of working at a senior level and across sectors.
- Organisational start-up skills and experience.
- Excellent interpersonal skills and the ability to successfully engage a range of people with a shared vision and goals.
- A high level of professionalism and well developed analytical skills including the ability to be innovative in generating solutions to issues.
- Ability to work autonomously with a high degree of initiative and self-management.

5. TERMS AND CONDITIONS

This is a half-time fixed-term appointment for an initial period of 1 year, pending satisfactory mutual review after the first 3 months, and with the potential for further extensions. Salary will be negotiated up to \$150,000, inclusive 9.5% superannuation, dependent of the experience and qualifications of the successful applicant.