

# Position Description Board & Committees Secretariat

## Position Description

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<b>Position title: Board &amp; Committees Secretariat</b>	
<b>Effective date:</b> April 2019	<b>Location:</b> Canberra
<b>Position level:</b> ANMAC Level 6	<b>Work area:</b> Office of the CEO
<b>Reports to:</b> Executive Officer Office of the CEO	<b>Employment type:</b> Full-time ongoing
<b>About ANMAC</b>	<p>The Australian Nursing and Midwifery Accreditation Council (ANMAC) help protect the health and safety of the community by promoting high quality standards for nursing and midwifery accreditation.</p> <p>ANMAC also assess the skills of nurses and midwives who want to migrate to Australia under the General Skilled Migration category.</p> <p>ANMAC has been contracted to provide executive and secretariat support to the Australasian Osteopathic Accreditation Council (AOAC).</p> <p>ANMAC owns a subsidiary titled Health Education Services Australia (HESA) which provides consulting services to the health education sector.</p>
<b>Role Overview:</b>	<ul style="list-style-type: none"> <li>Working closely with the Chief Executive Officer (CEO), and the Executive Officer Office of the CEO (OCEO), this role will be responsible for the delivery of high-level secretariat and administrative support to ANMAC, AOAC and HESA.</li> <li>Occasional interstate travel will be required to attend meetings.</li> </ul>
<b>Equal Opportunity Employer</b>	ANMAC is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. Aboriginal and Torres Strait Islander applicants are encouraged to apply.

## Essential requirements

- Tertiary qualifications in a related field

## Desirable requirements

- Experience providing high-level secretariat support to board and committees in a not-for-profit sector
- Experience with SharePoint

## Selection Criteria

1. Thorough knowledge and experience of administrative practices that support boards and board committees.
2. High level written skills with experience writing policy, submissions and project tenders.
3. The ability to work closely with the CEO and the Executive Officer OCEO in a collaborative and supportive manner displaying confidentiality and integrity of conduct.
4. The ability to communicate and liaise effectively with a wide range of internal and external stakeholders.
5. Demonstrated ability to organise, set priorities and meet deadlines together with a demonstrated capacity to manage several tasks concurrently in a demanding work environment.
6. Proven ability to manage small projects including developing coordinating and implementing project plans.
7. The ability to collate, plan, analyse and interpret information and present to senior management as required.

## Main duties

1. Provide high level secretariat and administrative support to the ANMAC, AOAC and HESA Boards and associated Committees. This includes, preparation of agendas, minute taking, drafting correspondence and board papers, organisation and scheduling of meetings, maintenance of diaries and records management.
2. Managing core activities for AOAC along with providing support for the accreditation of osteopathic education programs, management of examinations and processing of skills assessments.
3. Undertake project and research work as required for ANMAC, AOAC and HESA including managing resources, planning and scheduling timelines, tracking deliverables and reporting on progress.
4. Research and coordinate the preparation of complex and confidential documentation, briefing material and other information as required.
5. Coordinate general correspondence, process claims and invoices, maintain databases, spreadsheets, records and files, and format reports and information.
6. Actively participate in and contribute to the principles and practices of ANMAC Work Health and Safety and workplace diversity.
7. Other duties and projects as directed by the CEO and commensurate with the scope and classification of the position.