

Position Title: AACB Chief Executive Officer (Permanent Part-time 30.4 hours/week)

Reports to:

- AACB President, AACB Ltd Executive Board, AACB Services Pty Ltd and AACB Ltd Advisory Council.
- Reporting will be through regular face-to-face and virtual meetings, email and telephone, as appropriate.

Overall function:

- To promote and advance the interests of the AACB as determined by the AACB Executive Board and AACB Advisory Council.

Work Location:

- The AACB Office is currently located in Alexandria NSW.
- Contract allows for work from home.
- Attendance at conferences and other events may be required.

Contract and Hours:

- Minimum 5-year contract.
- The position is permanent part-time 30.4 hours per week, distributed as follows:
 - 4 days per week between 0900 - 1700.
 - Out of hours work and interstate travel may be required, and may increase hours worked on occasions.
 - Hours worked above normal hours accrued as time-in-lieu.

Position Overview

The position of CEO is a key leadership role within the AACB. It is one of only a few paid positions within the AACB. Working as part of the AACB Office team, the CEO supports a large group of enthusiastic volunteers from within the AACB Membership to achieve to objects of the AACB.

Operational

Work collaboratively with AACB Office staff members and other stakeholders to:

- Ensure adequate staff resources and availability for the services and activities required by AACB.
 - Conduct regular staff meetings.
 - Conduct regular staff appraisals.
 - Approve leave.
 - Authorise payment of invoices.
 - Manage projects as required.
 - Ensure that relevant procedural documents are available to staff.
 - Ensure that all relevant contracts essential for business continuity are up to date.
- Develop the AACB website:
 - Developing and implementing strategies to improve the effectiveness of the website.
 - Adding content – News; information; webinars; documents etc

- Tagging website content to AACB Curriculum topics
- Troubleshooting – Assist in Member support and IT issues
- Assisting in the preparation of Branch newsletters, as required
- Assisting in the preparation of eNews, as required
- Assisting in the management of webinars, as required
- Promote Member engagement:
 - Assist with Membership enquiries, as required.
 - Assisting in the organisation of National and Branch events, as required.
 - Assist in the management and organisation of examination processes for the AACB Boards of Examiners.
 - Assist in the management and organisation of CMLS certification of AACB Members.
 - Marketing and promotion of the AACB.
 - Look for opportunities to enhance the provision of services to Members, and Member benefits.
- Engage with Members and stakeholders to improve the standing of the AACB.

Regulatory

Works collaboratively with AACB Office staff members and Executive Boards of AACB Ltd and AACB Services Pty Ltd. For both entities:

- Fulfill the role of Company Secretary.
- Ensure compliance with all regulatory reporting requirements.
- Prepare Board, Advisory Council and AGM meetings, agenda, minutes and follow-up.
- Provide advice and guidance on policy and strategy development, analysing and reporting relevant information and developing options.
- Assist in the development, implementation, monitoring and reporting of the AACB strategic plan.
- Provide effective information flow, implementation of decisions and compliance with statutory and governance requirements and ethical standards.

Education and Training

Works collaboratively with the Director for Education and Training to assist in:

- the development and implementation of strategies that support the activities of the Education Committee.
- the organisation and implementation of the workshops and meetings.
- the preparation, publishing and reviewing of Education Committee guideline documents and resources for professional development on the AACB website.
- the preparation AACB Education Committee meeting agendas, minutes and follow up on actions from meetings.

Finance and Branches

Works collaboratively with the Director for Finance and Branches to assist in:

- the development and implementation of strategies, and conduct the negotiation of agreements, for the efficient management and growth of AACB funds.
- the development and implementation of strategies to enhance engagement with AACB Branches and other internal and external stakeholders.
- the development of appropriate strategic alliances to further the interests of the AACB.

- the development and implementation of strategies that support the activities of the Branch Committees.
- the organisation and implementation of the workshops and meetings.
- the preparation, publishing and reviewing of Branch Committee guideline documents and other resources on the AACB website.
- the preparation of Branch Committee meeting agendas, minutes and follow up on actions from meetings.
- The conduct salary reviews for paid employees.

Media and Communications

Works collaboratively with the Director for Media and Communications to assist in:

- the development and implementation of strategies that support the activities of the Media and Communications Committee.
- the organisation and implementation of the workshops and meetings.
- the preparation, publishing and reviewing of Media and Communication Committee guideline documents and other resources on the AACB website.
- the preparation of Media and Communications Committee meeting agendas, minutes and follow up on actions from meetings.

Scientific and Regulatory Affairs

Works collaboratively with the Director for Scientific and Regulatory Affairs to assist in:

- the development and implementation of strategies that support the activities of SRAC and Harmonisation.
- the organisation and implementation of the workshops and meetings, especially the AACB RCPA Harmonisation Workshop.
- meeting the requirements for AACB representation on NPAAC, Standards Australia and other professional and industry bodies.
- the preparation, publishing and reviewing of SRAC and Harmonisation guidelines, AACB position statements and other resources on the AACB website.
- the activities of the Harmonisation Working Parties, as required.

Essential criteria

- Proven experience in a senior leadership role, preferably within the healthcare, scientific, or professional association sectors.
- Sound understanding of clinical biochemistry and laboratory medicine, or experience in an industry with close ties to laboratory medicine.
- Attention to detail with high level (written and oral) communication skills.
- Proficient in commercial software applications, especially Microsoft Office applications.
- Commitment to ongoing professional development.
- A commitment to the principles and practice of EEO, Conduct and Workplace Health and Safety.
- Willingness to undertake a CEO or Director management training course within the first 6-months following commencement of employment as CEO.

Desirable criteria



**AUSTRALASIAN ASSOCIATION FOR CLINICAL
BIOCHEMISTRY AND LABORATORY MEDICINE**

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- Post graduate qualification from an accredited educational institution, and relevant to the duties and responsibilities of the CEO of the AACB.
- Experience in the operations of a member-based professional organisation.
- Financial member of the AACB.
- Continuing AACB Membership during the employment term.
- Management experience, including staff and budgets.
- An understanding of website maintenance and development.
- Experience in strategic planning, project management and innovation skills.