Executive Director for the Australian Cardiovascular Alliance

Prepared by the Australian Cardiovascular Alliance (ACvA).

Contact
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**JOB TITLE:** EXECUTIVE DIRECTOR

**JOB TYPE:** Full time

**LOCATION:** St Leonards and Sydney CBD

**REPORTS TO:** ACvA Board of Directors

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**The Australian Cardiovascular Alliance (ACvA)**

The Australian Cardiovascular Alliance (ACvA) is a collaboration of our highest quality cardiovascular research bodies and scientific societies, individual researchers, industry and non-government organisations, aiming to increase the visibility of cardiovascular disease as a national health priority in the Australian community and in government.

Specifically, the ACvA:

- Acts as advocate for increased peer-reviewed funding in heart, stroke and vascular disease research.
- Represents cardiovascular researchers calling for more research into heart, stroke and vascular disease.
- Promotes the development of strong collaborative networks between cardiovascular researchers Australia-wide.

The ACvA believe the time is ripe for a new vision, new thinking and new strategies to solve cardiovascular disease and proposes investment in a whole-of-nation approach that addresses current gaps in the translational pipeline to maximise impact. To achieve this vision, the ACvA has devised six strategic flagships that are the centrepiece of the Alliance and would provide a platform of strengths in cardiovascular research and clinical care: 1) Implementation research and policy; 2) Clinical trials; 3) Big data; 4) Precision medicine; 5) Drug discovery; and 6) Bioengineering, applied to cross-cutting themes of atherosclerosis, heart muscle disease, and cardiac arrhythmias.

**National ACvA Executive Director**

We are seeking to add an exceptionally talented individual to our team at a critical turning point in cardiovascular research and health in Australia. The Executive Director is the key management leader of ACvA and is responsible for overseeing the administration, programs and strategic plan of the organisation by providing strategic advice, managing communications and implementing strategies to support the achievement of the organisation’s strategic and operational objectives. The position reports directly to the Board of Directors.

This role is a newly created position and is responsible for the recruitment and subsequent management of project officers who will be work within each of the six strategic flagships.

A key goal will be to cement the key research flagships of the Australian Cardiovascular Alliance and facilitate the drawing up of a map of current research strengths and research priorities, as well as capacity building initiatives relevant to each. In addition to formulating communication of these priorities to the independent Expert Advisory Board of the Mission, the Executive Director will work with the Board to explore opportunities with leading international industry partners, and philanthropy, as well as with the state and territory governments.
Areas of Responsibility

1. Governance - supports the ACvA Board and the Scientific Advisory Board in order to fulfil the organisation's goal.
   - Responsible for moving to establish a skill based, independent ACvA Board (two new independent members by June 2020)
   - Responsible for leading changes to the existing ACvA constitution to reflect changes in ACvA structure
   - Responsible for ACvA’s implementation of deductible gift recipient (DGR) status, by June 2020
   - Responsible for communicating effectively with the ACvA Board and the Scientific Advisory Board and providing, in a timely and accurate manner, all information necessary for the Boards to function appropriately and to make informed decisions.

2. Organisation mission and strategy - works with the Board and other team members to ensure that the organisation's vision is fulfilled through strategic planning, mapping research priorities and community messaging.
   - Responsible for the implementation of ACvA's Flagships, working closely with each of the six Flagship Directors and Advisory Groups, providing strategic advice and support.
   - Responsible for strategic planning to ensure that ACvA can successfully fulfil its vision.
   - Responsible for the enhancement of ACvA’s image by being active and visible in the community and by working closely with industry, research institutes and community organisations.

3. Financial performance - works with Board to ensure the financial health of the organisation.
   - Responsible for the fiscal integrity of ACvA, including submission to the Board of a proposed annual budget and monthly financial statements, reflecting the financial condition of ACvA.
   - Responsible for operating within the approved budget, ensuring appropriate resource allocation and maintenance of the organisation in a positive financial position.
   - Responsible for fundraising necessary to support ACvA’s mission.

4. Organisation operations - oversees and implements appropriate resources to ensure that the operations of ACvA are appropriate.
   - Responsible for the effective administration of ACvA operations.
   - Responsible for the recruitment and subsequent management of ACvA Flagship project managers (approximately 3.0 FTE).

Selection criteria

- A distinguished record of senior management
- Transparency and high integrity leadership
- A commitment to the goals of the ACvA, and their proposed strategy for transforming collaborative and impactful cardiovascular research in Australia
- Proven ability to interact at senior level with government, industry and academic stakeholders (or equivalent)
- Strong record of establishing collaborations and working with diverse stakeholder groups, including philanthropic groups and/or consumer advocacy groups
- A demonstrable record of operating in a complex business model and applying sound business and commercial acumen characterised by fact-based decision making
- An appreciation of the values and roles of cardiovascular research institutes and societies
• Excellent communication skills
• A demonstrated capacity in networking and partnership building to represent the ACvA effectively in a variety of external settings

Key Accountabilities

• Prepare the annual operating budget in conjunction with the Treasurer and manage finances according to the budget, ensuring regular and accurate financial reports are received by the governance committee as per agreed reporting timelines
• Design and implement appropriate prospective risk management practices and respond to emerging issues/risk to ensure effective resolution, to minimise harm to the ACvA
• Design and implement appropriate quality management policies, plans and processes to ensure quality is always embedded in the practice of the ACvA.
• Provide support to the Board and Flagship’s, acting as the central point of contact, coordinating actions and outcomes to proactively ensure all outcomes and objectives are met efficiently and effectively.
• Establish and maintain relationships with various organisations throughout the state and utilise those relationships to strategically enhance ACVA’s vision.
• Implement, monitor and report on strategic, operational and project plans to inform decision making and support achievement of ACvA objectives
• Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Alliance
• Oversee marketing and communication efforts

ACvA
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