Project support officer for the Australian Cardiovascular Alliance

Prepared by the Australian Cardiovascular Alliance (ACvA),

Contact
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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.

Primary purpose of the role

The primary purpose of the role is to support the Executive Director in delivering on the ACvA’s strategic directions supporting collaboration, communication and coordination across the ACvA membership and the cardiovascular community more broadly.

Key accountabilities

Using sound project management approaches:

- Organise key meetings, including diary coordination, preparation of agendas, compilation of minutes, actions and follow up.
- Track and report progress against Board designated activities.
- Prepares correspondence, formats reports and other documentation, and coordinates briefing notes on specific issues where required.
- Sources all data/information and consolidates relevant details to ensure that all enquiries are able to be addressed efficiently and effectively by the Executive Director, whilst mitigating risk but maximising compliance and professional service.
- Develop and ensure the maintenance of templates and content related to key assets including the ACvA website, newsletter and databases.
- Plan and implement agreed ACvA events, including liaising with working groups, Flagship Directors and suppliers and manage travel arrangements.
- Support social media and digital communications to help raise the profile of ACvA, its members and cardiovascular research.
- Assists in the payment of invoices, purchasing, and report preparation.
Develop and maintain stakeholder, customer and supplier relationships through effective communication, negotiation and issues management to ensure agreed deliverables are met.

Selection criteria

- Degree/qualifications in relevant field
- 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 with industry and academic stakeholders (or equivalent).
- Strong project management and administrative skills.
- 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 interpersonal, verbal and written communication skills with sound negotiating and conflict resolution skills and a demonstrated level of tact and discretion in dealing with day to day operational matters.
- Ability to effectively use social media, including initiating interactions.
- Demonstrated competency in programs including excel, word, outlook, telephone and videoconferencing, dropbox and other task management software.

Key relationships

*Internal*
- Executive Director, ACvA
- Flagship Directors

*External*
- Research Community
- Industry Members
- Health and research Departments (Government)
- ACvA funders.

Values

- Collaborative
- Committed
- Dynamic
- Innovative