



NATIONAL EXECUTIVE OFFICER - POSITION DESCRIPTION

Position Title	National Executive Officer (NEO)
Location	To be determined - Currently, Brisbane, QLD
Remuneration	Full time equivalent: \$66,788.80
Reports to	National President
Liaises with	National Directors Association Executive Officers Association State Presidents Industry media and stakeholders
Written by	EHA National Board
Date approved	August 2018
Job Summary	<p>Are you interested in a career opportunity in a national professional association?</p> <p>Environmental Health Australia (EHA) is the premier environmental health professional organisation advocating for environmental health outcomes in Australia. In excess of 1,000 members nationally and a founding member of the International Federation of Environmental Health (IFEH).</p> <p>We currently have a fantastic opportunity to join our National Executive team as the National Executive Officer for 15 hours per week.</p> <p>This rarely advertised role offers the opportunity to work in a dynamic and high performing team of administration, marketing communications and public health professionals, across a wide range of environmental health issues.</p> <p>Reporting to the National Executive, this National Executive Officer position is the key liaison contact for the organisation and provides the implementation of administration and financial management.</p> <p>We're looking for a candidate who is driven, passionate, team focused, and wants a chance to show what they can do.</p> <p>If you have relevant work experience, preferably within the administration, finance, and/or environmental health sectors, this may be your opportunity to join a dynamic national association.</p> <p>This position is a unique opportunity for:</p> <ul style="list-style-type: none"> • A self-motivated, results-oriented individual with a positive outlook with a clear focus on high quality outcomes in the environmental health sector. • A natural forward planner who critically assesses own performance and meets the needs of stakeholders.

	<ul style="list-style-type: none"> • Mature, credible, and comfortable in dealing with senior company executives, political figures, academics as well as student members. • Reliable, tolerant, and determined. • Strong strategic communicator, well presented and business like. • Sufficiently mobile and flexible to assist teams and associations in every state across Australia as well as liaise with our international partners through the International Federation of Environmental Health. • Excellent problem solving skills and ability to look for efficiencies and ways to best serve members and the environmental health industry as a whole.
Key Relationships	<ul style="list-style-type: none"> • National President • National Directors • State based Association Executive Officers • National Communications Officer • Company Auditor • National Treasurer • Computer system subcontractors • Associate Members • Companies and service providers to the industry
Essential selection criteria	<ul style="list-style-type: none"> • Understanding of finance and office administration, including accounting and company compliance requirements. • Expertise in research, and concise report writing skills to produce documents that are appropriate for the purpose and audience. • Comprehensive computer skills including extensive experience; of standard office systems, accounting packages, and the ability to embrace technological innovation in the workplace. • Knowledge and understanding in payroll processing, personnel functions and legislative provisions. • Excellent organisational skills with the proven ability to manage time effectively and work as a member of a team or as an individual, within an environment subject to competing priorities and change. • Highly developed interpersonal skills including communication, consultation, negotiation and conflict resolution skills, including the ability to effectively manage relationships with stakeholders. • Demonstrated experience in organisational communication, publicity and/or publications.

Key Duties for National Executive Officer

Key Performance Area	Duties	Performance Standards
Office Management & Organisational Assistance	<ul style="list-style-type: none"> • Manage the EHA National office in consultation with the National President; • Assist the Board and State Associations as required in the planning and conduct of conferences, seminars and other activities; • Provide advice and training on accounting processes and procedures for Executive Officers projects and events; • Coordinate and assist Directors with National Projects as required, including the CPD Scheme in consultation with the Associations. 	
Media and Marketing	<ul style="list-style-type: none"> • Assistance, representation and coordination with relevant State organisations in relation to conferences events, forums and functions including the coordination of awards. 	
Financial & Payroll	<ul style="list-style-type: none"> • Manage the organisations financial and accounting systems, including budgeting, transactions, reconciliations, reporting and auditing requirements; • Manage the organisational payroll including hours, accruals, leave and superannuation; • Ensure compliance with ASIC and ATO reporting requirements and timeframes. 	
Computer System & Website	<ul style="list-style-type: none"> • Manage computer and accounting system maintenance and liaison with State based Executive Officers using the national accounts system and provide timely advice on repairs maintenance upgrades and improvements; • Coordinate maintain and develop the EHA website in consultation with the State Associations. 	
National Board Liaison	<ul style="list-style-type: none"> • Research issues and prepare reports for the Board in relation to Administrative matters or other issues as Directed by the National President; 	

	<ul style="list-style-type: none"> • Assist National President in the coordination and management of National Board meetings and affairs including preparation of agendas and minutes; • Coordinate National communications. 	
National Projects	<ul style="list-style-type: none"> • Assist Board implementation of the organisational Strategic Plan and programmes; • Contribute to the continual improvement of organisational processes including documentation of the same; • Facilitate the publication of the EHA Ltd Annual Report. 	

How to apply:

To apply for this exciting opportunity, submit a cover letter, your resume (maximum 2 pages) and a statement addressing the essential selection criteria (maximum 2 pages).

**Applications close Friday 26 October at 5.00pm.
Late applications will not be accepted.**