



Position Details

Position Title	National Executive Officer (NEO)
Location	Brisbane, QLD / Remote Work from Home
Remuneration	To be negotiated as per Clerks Private Sector Award 2020
Hours per week	15.2 hours per week
Reports to	National President

Key Relationships

The National Executive Officer works closely with:

- National President & Directors
- State Association Presidents & Executive Officers
- National Communications Officer
- National Treasurer
- Company Auditor
- Industry stakeholders and media
- Associate Members
- External service providers and contractors
- International Federation of Environmental Health

Position Overview

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.

We're looking for a candidate who is driven, passionate, team focused, and wants a chance to show what they can do.

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.

This position is a unique opportunity for:

- 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.
 - 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.
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Essential Selection Criteria

The successful applicant will demonstrate:

- 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.
 - Experience in training and supervising staff
 - Experience with the university sector and education and training and the Australian Quality Framework
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How to Apply

Applicants are requested to submit:

- A current resume/CV
- A 2 page cover letter addressing the Essential Selection Criteria outlined in this Position Description
- Contact details for at least two professional referees

Applications should be submitted via email to the National President at melissa.burn@eh.org.au. Any confidential enquiries regarding the position can also be sent to Melissa Burn.

Environmental Health Australia is committed to fostering a professional, inclusive, and supportive working environment and encourages applications from candidates with diverse backgrounds and experiences.