

Position Description – Executive Officer	
Employer	The Australian Clinical Psychology Association (ACPA)
Position Type	Professional
Terms	0.6 FTE
Duration	12 month contract
Reporting	President, ACPA
Remuneration	\$64,000

The Organisation

The Australian Clinical Psychology Association (ACPA) is a national professional and advocacy body that represents accredited post-graduate trained clinical psychologists in Australia. ACPA advocates for high quality mental health services and a skilled workforce; promotes the work of clinical psychologists within Australia's mental health system; and supports the recognition of clinical psychology as a clearly identifiable area of expertise. The organisation advocates to government, professional and academic organisations, other health professions, and the public. ACPA provides ongoing professional training and delivers a full range of member services.

The Position

ACPA is seeking a motivated and enthusiastic Executive Officer to join our leadership team to take our organisation into its next phase of growth and influence.

This exciting and rewarding opportunity will see you working closely with the Board and reporting to the President, to advance the objectives of ACPA. This will include spearheading the implementation of ACPA's strategies, policies and programs, and playing a key role in supporting and promoting the work of clinical psychologists.

Responsibilities

Inter alia, the Executive Officer will play a key role in:

- Growing ACPA's range of member benefits and resources
- Developing ACPA's Continuing Professional Development (CPD) offering, including working with the Events Committee to plan and coordinate our calendar of CPD and networking events
- Driving our advocacy, lobbying and public relations initiatives in consultation with the relevant ACPA committees and consultants
- Overseeing ACPA's submissions to the variety of Governmental, regulatory and other Inquiries that ACPA is invited to provide input to each year, in conjunction with our core group of clinical psychology expert contributors
- Working alongside the Board, Finance Committee, and Executive Assistant, the Executive Officer will play an important role in managing ACPA's operating budget

Ideally, applicants should be able to demonstrate excellent skills and capabilities in:

- Oral and written communication skills
- Subcontractor and consultant liaison and management

- Interpersonal skills
- Organisational skills and attention to detail
- Liaising confidently with a wide variety of stakeholders including members and organisational partners, the ACPA Board and committees
- Strategic thinking and problem solving
- Multitasking
- Computer literacy
- A passion for making things happen

Location

ACPA supports flexible working arrangements and work-life balance, and this position can be undertaken in a “working from home” capacity. It is therefore open to applicants nationwide.

Reporting

The Executive Officer will report to the ACPA President.

More information

For further information about the position, please contact Prof Caroline Hunt, President, Australian Clinical Psychology Association, at president@acpa.org.au.

Applications close 19th April, 2021.