

POSITION DESCRIPTION

Position Title:	Executive Officer, AAMRI QLD
Job Reference:	AAMRI QLD Executive Officer
Report to:	AAMRI Chief Executive Officer with indirect reports to AAMRI QLD Chapter Committee Chair/s
Location:	Southeast Queensland
Hours:	0.7FTE
Contract:	Two years
Remuneration:	\$145,000 FTE + 12% employer superannuation
Area of Responsibilities:	• Project management and delivery • Government and stakeholder relations • Medical research policy and strategy • Collaboration and networking • Advocacy
Qualifications and Experience:	Essential: • Tertiary qualifications in a relevant discipline. • Demonstrated experience in government relations, policy development, stakeholder engagement and strategic project delivery. • Experience working within or alongside the health and medical research sector. Desirable: • Experience working with membership organisations, government-funded initiatives or complex collaborations.

THE ORGANISATION

AAMRI QLD is the newly formed Queensland chapter of the Association of Australian Medical Research Institutes (AAMRI), representing the state's medical research institutes and supporting collaboration, advocacy and sector leadership across the Queensland health and medical research system. AAMRI QLD is a membership-based organisation that works to strengthen the impact, sustainability and influence of the sector in Queensland.

THE POSITION

The Executive Officer, AAMRI QLD is responsible for leading AAMRI QLD's policy, advocacy, government relations and strategic collaboration activities to advance the interests of the Queensland health and medical research sector.

Reporting to the Chief Executive Officer of AAMRI and working closely with the AAMRI QLD Chapter Committee Chair/s, the Executive Officer will lead the development and implementation the AAMRI QLD Strategy, drive engagement with the Queensland Government and key sector stakeholders and support the continued growth of AAMRI QLD as a trusted and influential voice for medical research in Queensland.

The role requires a highly strategic and relationship-focused leader with strong policy, stakeholder engagement and project management capabilities, and the ability to operate effectively in a complex and fast-paced environment.

This is a hybrid role, with the Executive Officer based at the Translational Research Institute in Brisbane while working across Queensland's health and medical research sector. The role requires regular engagement with member institutes, government and key stakeholders, together with periodic travel within Queensland and interstate as required. Some interstate travel may be required.

Key responsibilities:

Strategy and Organisational Development

- Lead the development and implementation of the AAMRI QLD Strategy, in consultation with the Chapter Committee, members and key stakeholders.
- Develop a strategic framework that identifies AAMRI QLD's policy priorities, advocacy and collaboration initiatives, together with communication, stakeholder engagement and government relations strategies.
- Monitor implementation of the Strategy, evaluate progress against agreed objectives and identify emerging opportunities to strengthen AAMRI QLD's impact and influence.
- Work collaboratively with the broader AAMRI team to ensure alignment between AAMRI QLD's priorities and AAMRI's national strategic objectives.

Membership Engagement

- Facilitate effective engagement and collaboration across member organisations to identify common priorities and develop unified advocacy positions.
- Establish and coordinate member working groups, communities of practice and consultation processes.
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Chapter Governance and Operational Management

- Ensure effective governance, reporting and operational support for the AAMRI QLD Chapter.
- Coordinate Chapter Committee activities, meetings and reporting requirements.
- Support delivery of strategic priorities and member engagement initiatives.

Government and Stakeholder Relations

- Develop and maintain productive relationships with Queensland parliamentarians, government agencies, medical research institutes, universities, industry representatives and other key stakeholders.
- Prepare high-quality policy, budget and funding submissions to the Queensland Government.
- Represent AAMRI QLD in meetings, forums and consultations with government and sector stakeholders.

- Identify and respond to emerging government priorities and opportunities relevant to the medical research sector.
- Demonstrate and communicate the value and impact of AAMRI QLD to members and external stakeholders.

Medical Research Policy and Advocacy

- Monitor and analyse policy, funding and sector developments affecting health and medical research in Queensland and nationally.
- Undertake policy analysis and develop evidence-based recommendations and advocacy positions.
- Prepare reports, briefing papers, policy documents, submissions, presentations and fact sheets for a range of audiences.
- Where relevant, develop and articulate evidence-based investment cases demonstrating the health, economic and societal value of medical research in Queensland.
- Coordinate sector-wide advocacy relating to government investment, research infrastructure, workforce capability, translation and commercialisation opportunities.
- Provide strategic policy and advocacy advice to the AAMRI QLD Chairs, Chapter Committee and members.
- Work with AAMRI national and other State Chapters to deliver coordinated advocacy activities.
- Support coordinated advocacy activities that advance the priorities of the Queensland medical research sector.

Other Duties

- Undertake additional duties consistent with the role, as directed by AAMRI's CEO and/or AAMRI QLD's Chair/s.
- Support for the annual AAMRI Convention.

REPORTING AND LIAISON

The Executive Officer, AAMRI QLD reports directly to the Chief Executive Officer of AAMRI and works closely with the AAMRI QLD Chapter Committee Chair/s. The Executive Officer will also have the support of the broader AAMRI network, including the national office and other State Chapter Executive Officers.

The AAMRI QLD Chair/s and Chapter Committee provide strategic direction, guidance and oversight for the role.

The position also works collaboratively with:

- AAMRI national staff and representatives from other state chapters
- Leaders and representatives from Queensland medical research institutes
- QLD Government departments and agencies
- Universities, industry partners and other key stakeholders.