



Position Description

General Manager

- Key role managing a Brisbane-based research funding body focused on emergency healthcare
- Lead a small but dynamic team poised for growth
- Inner city location

Job title:	General Manager
Reports to:	Chair and Board of Directors
Tenure:	Full time, permanent

About the Emergency Medicine Foundation (EMF)

EMF is an Australian not-for-profit organisation, dedicated to emergency healthcare research. Our purpose is to support high-quality research directed at improving the care of patients in a medical emergency and to develop emergency healthcare research capacity nationally. Long-term, every Australian will benefit from our research programs.

Established in 2007, EMF administers two research programs which fund innovative, evidence-based research with the potential to improve clinical practice in the short-term as well as deliver economic benefits to the healthcare system. In addition, we also run a Research Support Network (RSN) in Queensland as well as helping to raise the profile of emergency healthcare research and the transfer of research outcomes into real and practical benefits for medical emergencies.

With \$2 million dedicated funding per year from Queensland Health, along with philanthropic and industry donations, this small organisation has invested more than \$14 million in emergency healthcare research since 2008. EMF has also committed a further \$2 million to developing and running its RSN.

EMF is poised for national growth and requires a driven and successful leader to develop partnerships with governments, academia and industry as well as attract philanthropic interest in state and national research programs.

What we offer:

- Competitive salary packaging
- Negotiable salary
- Collaborative team environment

EMF embraces flexible working arrangements for staff where possible -- allowing them to balance their work and personal commitments. We are a small, but driven team committed to driving research opportunities.

Key stakeholders

Primary internal relationships: Financial Controller and Company Secretary, Acting Research Manager, Communications Manager, Research Support Network Manager, Board and its committees

Primary external relationships: Queensland Health (including Hospital and Health Service districts, clinician-researchers and Queensland hospitals), universities, philanthropic donors, and other government agencies.

The Person

Qualifications:

Postgraduate qualification in a relevant discipline or an equivalent combination of relevant experience and education/training; at minimum a Bachelor's degree level qualification in a relevant field.

Skills & experience:

- Demonstrated ability to successfully lead a dynamic team/organisation
 - Extensive and demonstrable experience within the non profit/medical research sector with proven ability to manage stakeholder relationships
 - Experience in strategic planning with demonstrated business development success
 - Proven ability to identify stakeholders and effectively communicate, promote and market an organisation to these stakeholders as well as the wider community
 - Proven experience in identifying , sourcing and successfully managing funding from both government and non-government bodies as well as managing the relationships with these bodies
 - Strong organisation skills and attention to detail
 - Ability to analyse problems and develop compelling solutions, presenting these to stakeholders to gain buy-in and achieve lasting change
 - Experience with measuring and promoting impact of research outcomes
 - Experience working with Boards and Committees
 - Understanding and ability to oversee administration, financial, communications and research grant management areas of the business
 - Strong oral and written communication skills
-

Job Purpose

The General Manager is accountable to the Board of Directors for the leadership and overall management of EMF in accordance with the policies, strategies and mandates established by the Board in delivering EMF's mission, vision and objectives.

Key responsibilities:

- Manage the day-to-day operational activities of EMF
- Execute Board-approved policies
- Drive the planning and implementation of short and long-term strategic plans, such as EMF's organisational and business development strategies, including identifying resourcing requirements, researching and pursuing funding sources, establishing strategies to approach funders, submitting proposals and administering relevant records and documentation
- Oversee the design, marketing, promotion, delivery and quality of EMF programs and strategic activities
- Oversee financial, risk and facilities management – providing a yearly budget for Board approval and prudently manage the organisation's resources within those budget guidelines
- Attend Board and Committee meetings and submit all information, reports and records as requested or required to the Board, Board Committees and relevant government departments and other stakeholders

- Oversee compliance with all government legislation, regulations and guidelines consistent with the Foundation's role as an employer, a research funding body and registered health promotion charity
- Effectively manage the organisation according to authorised policies and procedures that fully conform to current laws and regulations
- Ensure EMF and its mission, programs, products and services are consistently presented in a strong, positive image to relevant stakeholders, including the Queensland Government, Queensland Health, universities, corporates, philanthropists and other key stakeholders
- Determine resourcing and employee development needs

Provide leadership by:

- Articulating the EMF strategic vision
- Managing the strategic planning process
- Formulating policies and developing planning recommendations for the Board
- Implementing policies established by the Board
- Providing direction and guidance of the Foundation's activities, communicating high performance standards and supporting the motivation of employees
- Analysing and evaluating the effectiveness of all of the Foundation's operations
- Ensuring the highest levels of ethical conduct and oversight
- Assessing and pursuing funding sources
- Developing and maintaining organisational structure and effective personnel
- In conjunction with the Board representing the Foundation to regulatory authorities, community and civic organisations, donors, supporters and the general public.

Workplace Health and Safety:

- Comply with EMF's workplace health and safety policy and procedures
- Take reasonable care at work to ensure your own and others' safety
- Report all known or observable hazards.

Competencies

Communication	You will have strong oral and written communication skills and a willingness to represent EMF through public presentations, functions, meetings and other engagements.
Decision Quality	EMF requires an individual who has the ability to make quality decisions based on common sense, integrity, experience and judgement.
Problem Solving	You will use logic and methods to solve difficult problems with effective solutions. We are looking for someone who has the ability to think strategically and independently.
Organising	You will be efficient at independently organising your time and resources to get things done. At times, you will be responsible for managing multiple activities within tight deadlines.
Process Management	You will need to be good at working out the processes needed to get your work done effectively and efficiently. Ideally, you will be able get more out of fewer resources.
Collaborative	You will be driven to collaborate and partner to build research capacity in the healthcare system and improve patient care. You will enable collaboration to enhance the discovery and translation of evidence that

improves patient care.

Drive for Excellence

You are self-motivated and driven to succeed: pushing yourself to exceed expectations and aiming for the best outcomes for the organisation.

Customer Focus

You will be dedicated to meeting the expectations and requirements of internal and external stakeholders and researchers; you will establish and maintain effective and positive relationships with existing and potential stakeholders, gaining their trust and respect in order to build long term mutually beneficial engagement.

Self Development

You will be personally committed to and actively working to continuously improve yourself; understand that different situations and levels may call for different skills and approaches; work to deploy strengths; work on compensating for weakness and limits.