



Emergency Medicine Foundation

Position Description

External Relations Manager

Job title: External Relations Manager
Reports to: General Manager
Tenure: Part time

About the Emergency Medicine Foundation (EMF)

The Emergency Medicine Foundation (EMF) is an Australian not-for-profit organisation that exists to drive research programs that create sustainable change in the care delivered by emergency departments, ambulance and retrieval services.

Established in 2007, we support responsive, agile and sustainable emergency healthcare through the development of new interventions underpinned by robust research. We invest in the future through research and partnerships that generate new knowledge to enhance the patient experience and outcomes, save lives and promote system-wide sustainability.

EMF has distributed almost \$18m of funding through the Queensland Research Program which is fully funded by Queensland Health. Our grant programs and capacity building initiatives support emergency healthcare clinicians including doctors, nurses, paramedics and allied health professionals to conduct high-quality, innovative research.

In addition, we are committed to raising the profile of emergency healthcare research and the translation of research outcomes into real and practical benefits for patients in medical emergencies.

EMF is poised for national growth and requires a driven and successful External Relations Manager to develop and nurture strong partnerships with governments, academia and industry, as well as attracting philanthropic support for state and national emergency healthcare 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: General Manager, Research Manager, Communications 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

Educational qualifications will be considered alongside your ability to demonstrate exceptional communication and interpersonal skills and a good understanding of health policy in Queensland and Australia more broadly. Candidates will be asked to provide specific examples of individual experience and established networks that are relevant to the requirements of this role.

Skills & experience

- **Networking and engagement:** your ability to interact, influence and negotiate will be integral to this role. You must be able to confidently approach and retain contact with a diverse range of decision-makers.
 - **Stakeholder engagement:** your proven ability to identify stakeholders, to effectively communicate, promote and market the EMF to these stakeholders as well as the wider community is vital to success. This includes demonstrated experience establishing and maintaining productive relationships with priority stakeholders, particularly in government, business and industry, with examples of identifying, sourcing and successfully managing relationships with funding bodies.
 - **Health and medical research sector awareness:** the ability to gather and interpret information, to analyse problems and develop compelling solutions, presenting these to stakeholders to gain buy-in and achieve lasting change, with experience in accurately measuring and promoting the impact of research outcomes, including patient and economic benefits.
 - **Oral and written communication:** you have strong vocabulary, organisation skills and attention to detail with proven ability to write briefings, compelling correspondence, and to deliver presentations internally and externally.
 - **Working style:** you will have the ability to work independently and demonstrate initiative as well as a willingness to work cohesively and supportively in a small team.
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Job Purpose

Working as part of a small but dynamic team you will take the lead in driving EMF engagement with our external stakeholders. The role involves analysing and understanding Queensland Health priorities and identifying and leveraging key opportunities for influence in line with EMF objectives, ensuring EMF research and advice is relevant to stakeholders.

Key responsibilities:

- 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
- Along with Board and management, contribute to the design, marketing, promotion, delivery and quality of EMF programs and strategic activities
- Provide reporting for management, the EMF Board and Committee meetings where relevant and when requested, submitting all information relevant to current and prospective engagements

- 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

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 work to continuously improve yourself; understanding that different situations may call for you to adapt your skills and approaches; work to deploy strengths; work on compensating for weakness and limits.