

POSITION:	Membership and Administration Officer
FTE AND TERM:	Casual, up to 15 hours (2 days) per week, until March 10 2023
LOCATION:	Remotely or on-site in Canberra (Public Health Association of Australia)
REMUNERATION:	\$35/hr (inclusive of casual loading) plus 10% superannuation

BROAD PURPOSE

The Membership and Administration officer is responsible for providing high level support to the Executive Director as well as the Chair and Executive of the Council of Academic Public Health Institutions Australasia (CAPHIA), and to enable key operations of CAPHIA. The Membership and Administration Officer works closely with the Executive Director to deliver a varied portfolio which drives, informs and supports the work of CAPHIA. This position focuses on:

- Administrative and Committee Support
- Membership Services
- Communications and Events management

To be successful in this role the position holder will work collaboratively with a remote team to assist CAPHIA in meeting its mission and goals by providing high quality member support through a variety of mechanisms.

POSITION ENVIRONMENT

The Council of Academic Public Health Institutions Australasia is the peak organisation that represents universities that offer undergraduate and postgraduate programs, research, and community service activity in public health throughout Australasia. CAPHIA was founded in 2011 with a mission of advancing Public Health Education, Research and Workforce Development. The Council's [2021-2024 Strategic Plan](#) focuses on three pillars:

1. Professional Development: Building the capacity and skills of our members;
2. Advocacy: developing member positions and promoting the member voice; and
3. Partnerships & Networks: Enhancing our impact via connections to aligned organisations.

At present, membership organisations include universities and tertiary institutions from Australia, New Zealand, Papua New Guinea, and Fiji. Its purpose is to maintain high quality academic standards in the education and development of public health practitioners and researchers, to lead and represent public health education in the tertiary education sector, and to be a respected voice and advocate for the development of public health professionals and researchers in Australasia.

Whilst CAPHIA has an office co-located with the Public Health Association of Australia (PHAA) in Canberra, working remotely (work from home / WFH) will be considered for the successful applicant. Similarly, applicants outside of Australia may be considered if they are able to work within standard Australian business hours.

REPORTING RELATIONSHIPS AND KEY STAKEHOLDERS

This position reports directly to the Executive Director of the Council of Academic Public Health Institutions Australasia. Key stakeholders that this position must liaise with include:

Internal	External
CAPHIA Executive Director	CAPHIA member Universities and Affiliated Members
CAPHIA Board members	Peak professional bodies
CAPHIA Governance Groups	Relevant government bodies and departments
CAPHIA contractors, interns and staff	Relevant Non-Governmental Organisations
	PHAA staff

CORE RESPONSIBILITIES

Administrative and Committee Support

1. Assist the Executive Director manage CAPHIA Governance groups, working with Chairs/Leads to develop the agenda and coordinating all logistical arrangements and communications pre and post meetings. This will include all meetings of CAPHIA subcommittees and working groups.
2. Organise CAPHIA events (face-to-face and virtual) including meetings, seminars, forums, summits, and networking. This will include planning, logistical and operational support, and participation at events where relevant.
3. Conduct basic desktop research, analysis and report preparation to inform CAPHIA's operational plan.
4. Drafting of professional documents such as committee agenda papers, and progress reports.
5. Provide relevant administrative and executive support to the Executive Director or Board as needed.
6. Undertake other tasks and projects that may be directed by the Executive Director that are within the scope of this role.

Membership Services

7. Assist with Membership processes such as the annual subscription, management of membership details and research and development of member engagement initiatives.
8. Respond to face-to-face, telephone, email, and other enquiries, as delegated by the Executive Director.

Communications & Events

9. Communication campaign development (in Canva) and delivery to promote uptake and awareness of CAPHIA programs and initiatives such as the annual Teaching and Learning Forum and webinars.
10. Creation of regular communications to members and the broader community including via the monthly newsletter, website posts and CAPHIA social media accounts.

SELECTION CRITERIA

Required

1. Administrative and organisational skills: including scheduling meetings and events, minute-taking and committee paper development.

2. Writing and reporting capabilities : Demonstrated ability to prepare a range of professional communication using MS Word and/or Google Docs, and developing spreadsheets and reports using MS Excel and/or Google Sheets.
3. Attention to detail: demonstrated ability to focus on getting the details right while connecting to the big picture.
4. Flexibility: Initiative and demonstrated ability to manage competing priorities and work in dynamically.
5. Customer service focus: strong interpersonal skills and experience working with a range of professionals, ideally in the health and/or university sector.

Highly Desired

6. Tertiary qualification: in public health, project or event management, communications, education, or other relevant areas and / or equivalent experience in related sector/s.
7. Technical communication skills: Experience with design tools such as Canva and website management such as Wordpress.