

JOB DESCRIPTION: EXECUTIVE OFFICER

ABOUT THE ORIA

The Ophthalmic Research Institute of Australia (ORIA) is a not for profit organisation dedicated to promoting research into the causes of eye disease and the prevention of blindness. The ORIA was founded in 1953 by a group of eye doctors concerned with the need to advance eye research in Australia. Since then, ORIA has distributed millions of dollars to advance eye research.

THE ROLE

The Executive Officer is an integral role being responsible for the key activities of the ORIA. This role will specifically be involved in all stages of the grant review process, ensuring regulatory compliance of the organisation, providing support to the ORIA board, and dealing with the general administration of the ORIA. Collaborating internally and engaging with key stakeholders you will assist the development of ORIA policy and advocacy for eye research nationally. This role is full-time.

We encourage applicants of Aboriginal and Torres Strait Islander descent to apply.

REPORTING AND WORKING RELATIONSHIPS

The Executive Officer reports to the ORIA Chair.

The Executive Officer will work mainly with the ORIA Chair, the members of the Research Advisory Committee and the ORIA Honorary Treasurer, as well as external service providers including auditors, investment bankers and communications and marketing contractors.

KEY TASKS

Ensure organizational compliance and reporting with regulators (ACNC).

Organise and support Board meetings, AGMs and ensure governance protocols are adhered to.

Ensure that auditor, licensing and insurer fees are paid as relevant.

Work with auditors, financial and investment managers and others for grant payments, expenditure approvals and reimbursements.

Manage requests relating to Sydney Long copyright.

Liaise with external communications agencies to promote the ORIA and prepare annual report.

Provide logistical support for Board and Research Advisory Committee meetings.

Draft correspondence on behalf of the Chair as may be required.

Maintain a membership database and manage invoices.

Manage donor relations.

Manage general enquiries.

Manage grant review process on behalf of the ORIA:

- Coordinate the process of call for grant applications, allocation to reviewers and collation of responses for consideration of new grants.
- Establishment of a review panel annually
- Act as secretariat for the ORIA Research Advisory committee liaising on matters such as eligibility of applicants, Conflict of Interest, allocation of spokespersons to oversee the review of selected applications, allocation of reviewers, score, rank, approve successful applicants.
- Liaise with Escala Partners and Universities/Institutions to manage grant payments.

- Coordinate the process for approval of new grants.
- Ensure reporting on grants as required.

Quarterly e-newsletter production.

Liaison with the Royal Australian New Zealand College of Ophthalmologists staff including in production of articles for Eye2Eye newsletter.

Co-ordinate national research activities.

Assist with preparation of reports on ORIA activities.

Work with the ORIA to advocate for eye research.

Selection criteria (required skills, experience and behaviours)

- Demonstrated grant management experience
- Excellent written and verbal communication skills with attention to detail
- Experience working in a not-for-profit or membership-based organisation
- Experience working in the health research sector
- Relevant tertiary qualifications in either health, science, business or related areas.
- The capacity to develop and foster effective relationships with a broad range of people at various levels, both within and outside the organization
- The ability to be proactive, use initiative and bring creative and innovative thinking concepts to organisation initiatives
- A solid understanding of risk management and good governance
- Experience in advocacy or awareness raising
- Problem solving and analytical skills, and the initiative and willingness to undertake a range of tasks
- Demonstrated ability to work collaboratively and working autonomously
- Ability to maintain confidentiality
- Demonstrated higher level computer skills

The ORIA office is hosted by RANZCO at 94-98 Chalmers Street, Surry Hills a convenient location to access transport, restaurants and public amenities.

The remuneration for this role is \$75,000 per annum with the possibility of performance-based bonuses.

For enquiries and to apply for this position please send your CV and a cover letter addressing the selection criteria to oria@oria.org.au.