

## **NEW ROLE - EXECUTIVE OFFICER, ROYAL SOCIETY OF NSW**

- Drive transformation in a well-established, prestigious learned society
- Join an inspiring organisation based in Sydney
- 12 month fixed term contract, part-time

### **About the opportunity**

We are excited to be appointing our first Executive Officer. Reporting to the President, the position will provide the appointee with the opportunity to drive a program of operational integration and constant improvement. This will ensure outstanding co-ordination and support across the Society.

Operating within a complex service environment, the Executive Officer will work under the broad direction of the President, working collaboratively with a range of stakeholders across the Society to continuously improve procedures and processes. The incumbent will apply significant knowledge and experience to focus on the implementation of evidence-based approaches to support the efficient, effective and compliant delivery of the Society's objectives. Initially there will be an emphasis on the development and execution of a fund raising plan, seeking external funding grants and working on publicity and major events.

More information about the specific role requirements can be found in the position description which is available on the Society's website <https://royalsoc.org.au>

### **About you**

Both operationally astute and strategically minded, you will be a transformational leader, with your finger firmly on the pulse of best practice in operations, proven stakeholder management skills, and the experience to provide sound advice to the Council and its committees on a wide range of matters including governance, grant seeking, member engagement and fundraising.

### **About us**

The Society has a proud and distinguished history in Australia tracing its origins back to 1821. The Society was incorporated by an Act of the New South Wales Parliament in 1881. Throughout its history, the Society has done much to foster and disseminate Australian research, particularly in science, through meetings, symposia, and international publication exchange, and has supported and fostered the furtherance of knowledge.

Today the Society is a vital advocate for intellectual enquiry across Australia and collaborates with national and international organisations to achieve this aim. It has made a unique and fundamental contribution to the development of scientific endeavour in Australia over the previous 200 years and continues to do so.

### **Further information**

Having read the position description, further information can be obtained from John Hardie, Vice-President, on 0418 204 528.

### **How to apply**

Applications directed to the President must address the selection criteria in the position description, contain an up-to-date curriculum vitae and a covering letter outlining your suitability for the position and be forwarded to [royalsoc@royalsoc.org.au](mailto:royalsoc@royalsoc.org.au).

**Closing date**

All applications must be submitted by 5.00pm on 1 September 2019.

The Royal Society of NSW reserves the right not to proceed with any appointment.