



## Position Description

### Position Title: Executive Officer to the Allied Health Rural Generalist Accreditation Council

Established as an independent council under the Services for Australian Rural and Remote Allied Health (SARRAH) corporate governance structure, the Allied Health Rural Generalist Accreditation Council (the Council) accredits post-professional education programs in rural generalist practice for allied health professions as part of the Allied Health Rural Generalist (AHRG) Pathway.

Services for Australian Rural and Remote Allied Health (SARRAH) exists so that Rural and Remote Australian communities have Allied Health services that support equitable and sustainable health and well-being. SARRAH leads rural and remote allied health workforce and service development by seeking out and delivering projects that invest in, promote, and strengthen the capability and capacity of allied health professionals living and working in regional, rural and remote Australia.

### About the Role

The primary function of the Executive Officer role is to work with and support the Council through its establishment phase and then in its ongoing operations. Working directly with the Chair of the Council, with day-day-day oversight by the SARRAH CEO, this role requires a combination of expert content knowledge as well as highly developed governance skills. Deep knowledge of the Allied Health Rural Generalist Pathway would be a strong advantage in this role.

### Key duties and responsibilities include:

#### Technical:

- Provide high-level strategic and operational advice to the Council
- Support the work of the Council in developing and implementing procedures and processes for the governance and administration of the Council and its functions
- Develop briefings for the Council on key topics
- Administer the accreditation application and appeals processes

#### Communication and Relationship Management

- Manage the communication activities of the Council
- Develop reports for the Council and SARRAH Board
- Ensure timely effective communication with parties involved in accreditation processes.

#### SARRAH purpose, culture, and wellbeing

- Contribute an environment of creativity, analytical problem solving, innovation and excellence;
- Commit to working cooperatively and effectively in a remotely located team and contributing to a positive culture consistent with SARRAH's mission, vision and values
- Other relevant duties as required by the Chair or CEO

### Selection Criteria:

#### Essential

1. Tertiary qualified allied health professional
2. Experience in accreditation systems
3. Experience in supporting Boards or high-level committees

4. Highly developed research and analytical skills.
5. Demonstrated strong communication, interpersonal and written communication skills
6. Ability to plan and set priorities, monitor, and organise workflow and respond dynamically.
7. Excellent IT skills with the ability to utilise these skills and a variety of software across all facets of the role
8. Demonstrated ability to achieve work objectives with minimum supervision, and often remotely
9. Demonstrated commitment and ability to operate within and apply the principles of diversity, equity and safety in the workplace.
10. Capacity and willingness to travel, which may include interstate travel requiring overnight stays in outlying areas.

**Desirable**

1. Sound knowledge of the Allied Health Rural Generalist Pathway
2. Relevant tertiary qualifications and/or proven experience delivering policy outcomes and strategic planning within a complex, strategic environment.

**General:**

Duties, skills, and selection criteria are in no particular order of importance.