

Organisational Context

AeRO, Australasian eResearch Organisations (www.aero.edu.au), is an industry association representing the providers of eResearch services to the research and innovation sector in Australasia. Its members are organisations that fund, provide and use eResearch infrastructure. These include universities, research institutions, research community organisations and independent service providers. AeRO was founded in 2010 and now numbers eleven member organisations¹ bound through a Membership Agreement.

Since its inception, AeRO has experienced considerable success within the sector, stimulating communications within the sector and with stakeholders, raising funds, addressing issues of importance and executing projects to improve sector and member performance.

AeRO's governance operates through member representatives nominated by the member CEOs, overseen by an elected Executive Committee. This team provides strategic direction to the AeRO CEO and exercises their fiduciary responsibilities.

The current AeRO governance structure and Membership Agreement were established in 2016. The new CEO will take the lead in building on this base in expanding AeRO's influence and sustainability.

To deliver on this, the CEO will:

- Increase AeRO activities to support its members.
- Grow the AeRO membership
- Plan and deliver member services
- Chair the Organising Committee for the annual eResearch Australasia Conference
- Lead and manage the annual AeRO National Forums
- Coordinate sector input to national eResearch debate
- Pursue incorporation for AeRO

The CEO reports to the AeRO Executive Committee.

Mission

AeRO's current objects are to:

- Position itself as the industry association of organisations committed to advancing the use and support of IT for research impact, excellence and productivity (**eResearch**);
- Support the coordination of initiatives amongst its members;
- Support increasing integration and maturity of eResearch solutions across the sector;
- Support the development of the eResearch workforce nationally;
- Build a community which enhances communication, collaboration and workforce mobility;
- Support the enhanced impact of eResearch on research excellence and productivity; and
- Advocate the development and use of eResearch capabilities with government, academia, industry and others as appropriate.

¹ Our current membership base includes a cross-section of Australasia's eResearch champions – AAF, AARNet, APO, CAUDIT, CSIRO, eRSA, Geoscience Australia, QCIF, TPAC, University of Auckland and University of Queensland.

Position Purpose

The CEO provides leadership, operational day-to-day management and direction towards the achievement of AeRO's mission and strategic objects, in accordance with the governance procedures, delegation, and policies and procedures of AeRO. A key element of this role will be to secure ongoing funding, by expanding AeRO's membership base and driving revenue generation through activities such as the eResearch Australasia conference and the AeRO forums.

Key Result Areas and Responsibilities

Leadership

- Act as the highly visible spokesperson and head of AeRO;
- Ensure awareness of AeRO and its strategic initiatives, member services, events and other activities amongst current and potential member organisations and their eResearch staff;
- Effectively represent and promote AeRO at a wide range of eResearch, higher education, government and strategic vendor events and forums;
- Lead the governance and staging of the annual eResearch Australasia conference, AeRO National Forums and other AeRO activities;
- Enhance the visibility and profile of AeRO as a collective voice for the views of members with a broad range of appropriate stakeholders;
- Lead AeRO to meet its vision, mission and strategic objectives.

Strategic Implementation

- Design and implement strategic and operational plans and budgets in line with the agreed AeRO vision;
- Ensure AeRO's Vision, Mission and strategic objectives are articulated, agreed and implemented;
- Develop programs and initiatives to support the strategic goals of AeRO
- Coordinate the production of a collective view and comment on national eResearch
- Ensure activities and services are carried out ethically and in line with AeRO's Vision and Membership Agreement

Member Services

- Develop initiatives that identify and support member service needs;
- Promote AeRO recognition as an important professional organisation for members and their eResearch staff;
- Ensure that best practice is developed and shared amongst members
- Promote interaction amongst members through arranging regular Members Council meetings and other activities.

Government, Corporate, Community and Public relations

- Develop collaborative relationships with government; industry; professional bodies; and educational institutions;
- Advocate the views of AeRO, and of members, to relevant external bodies.

Governance, Administration and Support

- Refine the AeRO governance arrangements where necessary to ensure consistency and alignment with long-term strategic objectives;
- Provide high level advice to the members in their responsibilities for the direction of AeRO;
- Should AeRO become an incorporated entity, support the role of Public Officer;
- Attend meetings of the AeRO Executive Committee and ensure accurate minutes are taken and actions are followed up.

Compliance, including all Regulatory, Associations and Corporations Acts, Financial, Tax, and Risk Management

- Ensure governance and meeting of all compliance obligations;
- Ensure AeRO has all appropriate policy, procedures and documentation in place that meets all regulatory and legislative requirements;
- Ensure mechanisms are in place that monitor compliance and reporting requirements;
- Ensure mechanisms are in place that manage effective and efficient resolution of any potential or actual issues of concern.

Financial Management

- Ensure effective management of AeRO's finances;
- Ensure that the expenditure of funds (which are largely member funds) is carried out in a prudent and cost effective manner on behalf of the membership;
- Ensure accurate and regular reporting is provided to the Executive Committee.

People Management

- Develop a constructive working relationship with the members chairing and involved in AeRO activities.
- Ensure provision and overall operational leadership and management of AeRO and project staff based throughout Australia;

- Ensure development of a motivated and dynamic workplace culture;
- Ensure all performance management systems and human resource initiatives meet current best practice.

Reporting Relationships

The position reports to the Chair of the AeRO Executive Committee.

Direct Reports

1. Executive Officer

Key Relationships

1. Chair and Executive Committee
2. Members of AeRO
3. Staff
4. eResearch Directors/CIOs and executives from member organisations
5. Senior staff within Commonwealth and State Departments, Publicly -funded Research Agencies
6. Senior staff within other related eResearch groups, including CAUDIT members.
7. Senior Executives within the eResearch industry

The Person

Qualifications and Experience

- Appropriate formal qualifications for the position, university degree level or equivalent.
- Relevant experience at a senior level.
- Literacy in financial and management accounts.
- A sound understanding of the legal and probity requirements around the setting up of major contracts.
- Experience in the eResearch and/or higher education sector; particularly research administration or business interaction would be an advantage.
- Experience in management of other staff in roles spanning technical and administrative roles.
- Preferably, in-depth technical understanding of the eResearch sector and/or familiarity with the operation of diverse eResearch support organisations.
- Previous leadership experience in an analogous professional society would be desirable.

Leadership and Management Behavioural Competencies

Analytical Thinking

Demonstrates the ability to think deeply, objectively and quantitatively about technical and business problems, breaking them down and presenting solutions while evaluating the pros and cons of each option.

- Probes easily and deeply into important details, even on exceptionally complex technical, financial or quantitative issues.
- Breaks down problems skillfully and in various ways to ensure that “no stone is left unturned”.
- Builds analytical and quantitative problem solving into an organisation-wide trait.
- Utilises key third-party experts effectively in the appropriate unfamiliar situations.

Vision

Creates and communicates a clear and compelling view for the future of the organisation.

- Communicates a compelling picture of how the organisation — and eResearch—will evolve that clearly ties today’s initiatives to longer-term strategies and values.
- Exudes a passion for the future that is inspiring and contagious.
- Anticipates and addresses changes in the eResearch sector that may affect members.
- Possesses an ability to positively engage with a complex and diverse set of stakeholders, often with competing interests.
- Can influence others to achieve a consensus view

Relationship Building

Forms networks of positive professional relationships that enhance success for the organisation and its members.

- Sets an example for other employees for building positive professional relationships.
- Possesses a sophisticated understanding of what relationships are important to the organisation and its stakeholders and how to leverage them into enduring mutual benefit.
- Motivates others to similarly build relationships.
- Has built an extensive network of relationships both inside and outside the organisation, with key industry, university and government figures.

Customer/Member Orientation

Demonstrates knowledge and insights about members and acts to fulfill their businesses needs and exceed their expectations.

- Cultivates a deep, proactive understanding of members’ requirements and goals across members’ entire operations and activities.
- Acts as member advocate, taking initiative to overcome obstacles, solve member problems and improve overall member satisfaction and demand.
- Ingrains member and customer orientation as an organisation-wide trait, continuously and proactively driving customer satisfaction and demand.

Team Leadership

Fosters teamwork and facilitates conflict resolution.

- Leads teamwork proactively and sensitively across a variety of situations.
- Understands implicitly how to manage and work with different people and various working styles.
- Establishes conditions systematically for high performance teamwork based on the requirements of the situation.
- Ensures that effective team processes are implemented down in the organisation.
- Provides support to staff in order to ensure effective teamwork.
- Strong focus on staff wellbeing, occupational health and safety, and environmental impacts.
- Strong commitment to diversity and inclusion principles.
- Excellent oral and written communication skills.

Additional Information

Please note:

1. The role is currently envisaged as a part time position, averaging 2 days per week during standard Mon-Fri office hours. Flexible working hours will be supported subject to prior approval and where this does not impact ability to carry out duties. Secondment mechanisms may be considered.
2. The AeRO membership is spread across multiple time zones throughout Australia and New Zealand, and collaborates with other global international organisations. As a result, out of normal business hours work will be required from time to time, most of which may be undertaken from home by phone or using internet based videoconference or telephony technologies.
3. Some travel will be required, roughly 8-10 times a year for interstate trips within Australia and New Zealand, and potentially occasional international travel.
4. The position location is flexible. Applicants are required to be physically located in Australia or New Zealand and eligible to work in the host country.
5. Flexible office arrangements including working from home will be supported where this does not impact on ability to carry out duties or burden AeRO with material additional costs or OH&S compliance obligations.
6. This role operates as part of a virtual team. It is essential that the successful candidate can operate effectively in this environment.

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