

## POSITION DESCRIPTION

### POSITION DETAILS

<b>POSITION TITLE</b>	Membership and Administration Coordinator
<b>EMPLOYMENT TYPE</b>	Full-time (1FTE)
<b>TERM OF APPOINTMENT</b>	Permanent ongoing

### PRIMARY FUNCTION

To provide administrative support for the day-to-day operations of the CSANZ Secretariat including membership, prizes and research scholarship administration and support for CSANZ Committees.

### POSITION CONTEXT

The Cardiac Society of Australia and New Zealand (CSANZ) is the professional body for cardiologists and those working in the area of cardiology including researchers, scientists, cardiovascular nurses, allied health professionals and other healthcare workers. The Society is the chief advocacy group for the profession and aims to facilitate training, professional development and improve medical practice to enhance the quality of care for patients with cardiovascular disease.

The Society is committed to enhancing cardiovascular research in Australia and New Zealand and provides support for early and mid career researchers through research scholarship grants, travelling fellowships to national and international cardiology meetings and prizes for young investigators.

The Membership and Administration Coordinator works collaboratively with the Executive Officer, CSANZ staff and relevant Committee Chairs and Committee members to ensure the effective running of the Secretariat and achievement of strategic objectives.

### KEY ACTIVITIES AND ACCOUNTABILITIES

		FREQUENCY
1.	<p><b>Office Administration</b></p> <ul style="list-style-type: none"> <li>Respond to a range of enquiries via telephone and email from CSANZ members, stakeholders and the general public. Providing a high level of customer service, discretion, and diplomacy when communicating.</li> <li>Analyse incoming correspondence, prepare draft responses, source advice on items which require attention and independently initiate appropriate action where appropriate.</li> <li>Organise and maintain correspondence and records and follow up pending matters.</li> <li>Post and maintain job notices on the CSANZ website.</li> <li>Liaise with contractors to resolve basic facilities issues to support the efficient operation of the CSANZ offices and is responsible for monitoring stock levels and ordering office supplies</li> </ul>	Ongoing
2.	<p><b>Committee Support</b></p> <ul style="list-style-type: none"> <li>Provide secretariat support for the Scientific Committee, Continuing Professional Development Committee and the Professional and Ethical Standards Committee including organising meetings, preparing agendas, writing minutes and following up action items.</li> </ul>	Ongoing

3.	<b>Membership Administration</b> <ul style="list-style-type: none"> <li>Act as the first point of contact for new and existing members for all enquiries regarding membership.</li> <li>Coordinate the membership application process including managing new membership applications and approval of applications through the CSANZ Regional Committees and Professional and Ethical Standards Committee (PESC).</li> <li>Maintain member records in the CSANZ membership database.</li> <li>Coordinate the process for annual renewal of membership subscriptions, send out invoices, receipt payments and follow up outstanding subscriptions.</li> <li>Prepare membership reports for the Executive Officer and Board as required.</li> </ul>	Ongoing
4.	<b>Prizes and Research Scholarships Administration</b> <ul style="list-style-type: none"> <li>Oversee the processes for the award of CSANZ research grants, travelling fellowships and prizes, including advertising grants to members, organising review panels, collating grades and communicating with applicants and award recipients.</li> <li>Ensure prize criteria and application documents are regularly reviewed.</li> <li>Organise the appointment of judges of prize sessions at the CSANZ Annual Scientific Meeting (ASM).</li> <li>Prepare certificates, plaques and prize awards as appropriate for presentation at the Annual Scientific Meeting.</li> <li>Organise graders for abstracts submitted for the CSANZ Annual Scientific Meeting.</li> <li>Under the direction of the Chair of the Scientific Committee, implement processes for new research grants and prizes as required.</li> </ul>	On going
5.	Assist with other duties in accordance with key accountabilities and scope of the position to meet the administrative requirements of CSANZ projects and programs.	As required

#### MANAGEMENT DATA

REPORTS TO:	CSANZ Executive Officer
2 UP REPORT:	CSANZ President
DIRECT REPORTS:	NIL
INDIRECT REPORTS:	NIL
OPERATING BUDGET:	N/A

#### KEY RELATIONSHIPS

MAIN CONTACTS	PURPOSE
Chairs and members of relevant CSANZ committees	Receive direction and work collaboratively on relevant programs to ensure strategic objectives are met.
CSANZ Members and the cardiology community	Membership applications, subscriptions and membership enquiries
Chairs of CSANZ Councils	Grading of applications and award of Council prizes
Heart Foundation, pharmaceutical industry and other key stakeholders	Research grant programs
Conference manager (external)	Liaison regarding CSANZ Scientific Meetings and administration of abstracts and ASM prizes
CSANZ staff	Work collaboratively to ensure strategic objectives are met.
Suppliers and contractors	Procurement of goods and services

**DECISION MAKING AND DELEGATIONS OF AUTHORITY**

The Membership and Administration Coordinator will work with the CSANZ Executive Officer and committee Chairs to establish requirements but will primarily work in an autonomous capacity to ensure tasks are completed to high standards and deadlines are met. Any decisions that directly impact CSANZ as a whole, or that require higher level input must be discussed with the CSANZ Executive Officer or appropriate Committee Chair.

**QUALIFICATIONS AND/OR CERTIFICATIONS**

Tertiary qualifications and/or extensive work experience preferably in project management or administration.

**EXPERIENCE AND SKILLS**

Minimum five years’ experience in a secretariat or project management role including managing committee functions and the preparation of agendas and writing minutes.

Outstanding written and verbal communication skills and exceptional attention to detail.

Highly developed organisational and administration skills with proven ability to manage multiple projects with exceptional attention to detail.

Strong interpersonal skills with a demonstrable ability to communicate effectively with stakeholders at all levels.

Demonstrated ability to work independently and proactively under minimal supervision together with initiative, judgement and problem-solving skills.

Demonstrated high level of computer skills, including word processing, spreadsheets, databases and website updates.

**CERTIFICATION**

I am satisfied that this position description accurately describes the requirements for the position.

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**Martha McCall | Executive Officer, Signature, Date**

I have read this document and agree to undertake the duties and responsibilities listed herein. I understand that I may be required to undertake additional duties and responsibilities as required by the Executive Officer or the organisation from time to time.

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**Occupant/Employee Full Name, Signature, Date**