

# MD/CEO



neurosciencesvictoria

- *Be an advocate for Victorian neurosciences*

Neurosciences Victoria (NSV) is dedicated to the continued development of the world-class neuroscience cluster in Melbourne, encouraging international collaborations and partnerships leading to strategic investment in the gap between academic discovery research and commercial development.

Working closely with the Board, your brief is to ensure the sector's ongoing sustainability through the implementation of a bold strategy for NSV.

You combine superior life sciences qualifications with a record of success in the management of stakeholder interactions involving researchers, funding bodies and the global biosciences arena.

Please view the Position Description on [www.brookerconsulting.com.au](http://www.brookerconsulting.com.au) and send a brief CV (Word format, up to 5 pages) to [career@brookerconsulting.com.au](mailto:career@brookerconsulting.com.au) or ring Jeremy Wurm on 03 9602 1666, in confidence.

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**POSITION DESCRIPTION**

**NEUROSCIENCES VICTORIA**

**MANAGING DIRECTOR**

**AND**

**CHIEF EXECUTIVE OFFICER**



**PRIMARY PURPOSE OF THE POSITION**

To ensure long-term viability of Neurosciences Victoria by implementing the Strategic Plan authorised by the Board of Directors, in keeping with the Mission, Vision, Values and Strategic Plan of the organisation.

This will be achieved within the broader objective of the entity as a whole, which is to optimise the sustainability of the whole Neurosciences sector in Victoria.

**REPORTING RELATIONSHIPS**

The Managing Director/CEO answers to the Board of Directors , through the Chair.

Positions reporting to the CEO are:

- Company Secretary.
- Chief Financial Officer.
- Operations Manager/Personal Assistant.

The CEO will, with Board approval, recruit additional staff and enlist the support of external consultants to achieve the goals of the organisation.

## **GOVERNANCE**

Interact with the Board and Chair on a ‘no surprises’ basis, ensuring smooth functioning of the Board itself, plus the Risk & Audit Committee, the Nominations Committee and the Science Council.

Participate in Board and Committee meetings, as appropriate.

Prepare Board papers and minutes on a timely basis.

## **EXTERNAL RELATIONS**

Maintain and continue to strengthen relationships with all stakeholders of the organisation, including:

- Members.
- Hospitals, universities and research institutes that are active in the Victorian neurosciences community.
- Hospitals, universities and research institutes in other States which are active in the field of neurosciences.
- International organisations relevant to Neurosciences Victoria.
- Federal and State Government Departments and decision-makers.
- Organisations active in the broader health and research community, such as Biomedical Research Victoria.

## **STRATEGIC PLANNING**

In consultation with the Board, formulate a Strategic Plan which lays out the direction for the organisation, with appropriate objectives for achieving long-term viability on behalf of Members.

Report regularly to the Board on achievement of agreed milestones.

## **FINANCE & RISK MANAGEMENT**

Manage financial resources so as to maximise sustainability, while minimising risk.

Devise, gain Board approval for, and monitor budgets in accordance with the Strategic Plan.

Work with the Chief Financial Officer, book-keeper, Risk & Audit Committee and external auditors to make best use of available resources.

Negotiate preferential arrangements with suppliers of goods and services.

Ensure compliance with the requirements of ASIC, the ATO and all other external bodies.

### **HUMAN RESOURCES**

Lead, manage and motivate staff, enlisting support from external contractors and consultants where appropriate.

Review performance and remuneration of staff on an annual basis.

Interact with the Nominations Committee, as required.

### **MARKETING**

Represent Neurosciences Victoria to the community on behalf of its Members.

Market technology and services to end users, in support of Members.

### **INCOME GENERATION**

Source and secure novel income streams for the benefit of Members.

### **FACILITIES MANAGEMENT**

Communicate appropriately with the University of Melbourne with regard to the premises leased by Neurosciences Victoria.

Ensure that sub-tenants are satisfactorily accommodated, so that occupancy is enhanced in the long-term.

Maintain optimal IT and other systems.

Review and maintain all necessary insurance cover.

### **WORKPLACE HEALTH & SAFETY**

Make sure that the facilities of Neurosciences Victoria are properly maintained, and that the working environment for Neurosciences Victoria, and its sub-tenants complies with all relevant legislation.

### **KEY PERFORMANCE INDICATORS**

The performance of the CEO will be evaluated according to the following parameters:

- Shaping NSV's corporate and strategic directions, focused on achieving ongoing profitability and ensuring long-term viability for the Company.
- Ensuring NSV meets its corporate governance obligations.
- Developing strategic connections and productive relationships with key external stakeholders.
- Working closely with members of the Executive team in the strategic management of NSV.

### **KEY SELECTION CRITERIA**

#### **Qualifications**

- Essential
  - A postgraduate qualification is a prerequisite. The qualification should be in a life-sciences discipline, not necessarily specific to the neurosciences.
- Desirable
  - Postgraduate credentials in business, and/or governance.

#### **Experience**

- Essential
  - A successful career in senior management in a significant commercial or research-based entity operating in a complex, highly-regulated environment.

- Desirable
  - Involvement in the international bioscience sector.
  - Demonstrated experience in the commercialisation of technology and/or services, either in industry or academia.
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  - A detailed level of familiarity with academia, government and research.

### **Personal Attributes**

- Essential
  - Proven leadership.
  - Clear, concise communication skills.
  - Superior negotiation capabilities.
  - The capacity to influence, rather than to direct.
  - A strong moral compass.
  
- Desirable
  - Well-connected in the biosciences industry, academia, research and government..
  - Capable of identifying business opportunities and capitalising on them.
  - A confident public speaker.
  - Possesses gravitas.
  - Committed to ongoing professional development of themselves and for staff.