



Executive Officer
The Australian Historical Association

Classification: Higher Education Officer 6 Salary package: \$93,646 - \$97,929 per annum plus 17% superannuation (pro-rata)

Terms: Fixed Term, Part time (12 months, 17.5 hours per week)

The Australian Historical Association (AHA) is the peak national organisation of historians working in all fields of history. We have over 950 members represented by an Executive Committee drawn from all over the country. The Association holds an annual conference and administers a portfolio of prizes, awards and grants. The AHA also promotes the creation, dissemination and discussion of historical literature through its journal *History Australia*, mentoring opportunities and a social media presence.

The AHA is seeking an Executive Officer to support the President and Executive. The role is based in Sydney and the successful applicant will (ideally) be able to begin in early-mid-November.

The successful applicant will:

1. Provide high-level advice on a wide range of policies and procedures, liaising with the President and other office-bearers, and ensuring issues are solved in a timely manner.
2. Contribute to the development and implementation of procedures and protocols, coordinating various consultation processes and provide high-level project support in the implementation of strategic initiatives, including improvement of administrative processes.
3. Coordinate the AHA's administration, being accountable for accurate processing and reporting, and ensuring compliance with organisational policies and external obligations.
4. Support AHA Executive Committee members with particular tasks, including correspondence, research and drafting and the management of the award of fellowships and prizes.
5. Oversee a range of other administrative matters such as the provision of support to the AHA Executive Committee, event coordination, and ensuring appropriate maintenance of office space and equipment in line with University and local area protocols.
6. Coordinate the Association's website maintenance and regular emailed newsletter, liaising with stakeholders to collect information, and ensuring the dissemination of information that contributes to the achievement of the Association's strategic goals.

Selection Criteria

1. Demonstrated relevant experience in an administrative role in a complex environment. A degree in History or a cognate field will be highly regarded, as will experience in finance, administration or human resources.



2. Demonstrated high level customer service with effective communication skills and experience drafting business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.
3. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
4. Proficiency using the MsOffice suite and experience with online data management platforms and website maintenance.
5. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a professional context.

How to apply

In order to apply for this role please make sure that you provide the following documents:

- A statement of no more than two pages addressing the selection criteria.
- A current curriculum vitae (CV) which includes the names and contact details of two referees (preferably including a current or previous supervisor).
- Other documents, if required.

Applications which do not address the selection criteria may not be considered for the position.

For further inquiries please contact Professor Michelle Arrow, (0425 262 969, Michelle.Arrow@mq.edu.au).

Please note: The successful candidate must have rights to live and work in this country and will be required to undergo a background check during the recruitment process. An offer of employment is conditional on satisfactory results.

Please submit your application via email to AHA Secretary Professor Richard Scully (rscully@une.edu.au) by 5pm EST Monday 21st October 2024.