**AELERT Executive Officer EL1**

*Expression of Interest*

*Due on or before 30 January*

*Salary package details available on request – fixed term up to 30 June 2025 with option for contract extension.*

## About AELERT

The Australasian Environmental Law Enforcement and Regulators neTwork (AELERT) is uniquely run by regulators, for regulators to foster world-class regulatory practice for its members across the whole regulatory system and all levels of government. AELERT’s core activities facilitate cross-jurisdictional collaboration and innovation that solves common regulatory problems and emerging challenges. The network provides access to practical products and services for regulators and their agencies to develop collective capability in all areas. Visit the [AELERT website](https://aelert.net/) for more information.

## Role

The Executive Officer provides high level executive support to AELERT to ensure it meets sound governance, fulfils its strategic objectives, and manages the day-to-day operations of the Leadership Team.

In this role you will be responsible for:

1. Preparing high level briefings, reports and position papers to inform the AELERT National Council’s decision making and implement decisions.
2. Managing the operation of the Secretariat as a high performing and responsive resource for the AELERT Chair and Chief Executive Officer.
3. Cultivating productive working relationships with jurisdictional representatives, senior leaders in member agencies, Network Group Chairs and AELERT’s international and domestic partners.
4. Managing, monitoring and reporting on the AELERT budget in accordance with Australian Government finance management requirements.
5. Manage work programs and build new and innovative products, programs and services to benefit to AELERT member agencies.
6. Working with a high level of autonomy determining day-to-day work priorities and represent AELERT at network events and member and partner engagements.
7. Managing contracts in accordance with Australian Government procurement guidelines.

\* The ability to travel interstate and/or work outside normal working hours as the need arises

## Skills and capabilities

We thrive when our teams are made up of people from different backgrounds, cultures, genders, education, training and skills. Skills and capabilities form the selection criteria that candidates will be assessed against.

1. Strong organisational skills with ability to manage timelines, respond flexibly to changing priorities, manage projects, prioritise work under pressure and deliver outcomes.
2. Strong strategic thinking and problem-solving skills, including sound judgement to make recommendations on solutions and their implementation.
3. Previous experience in procurement and managing contracts.
4. Demonstrated ability to develop and maintain collaborative working relationships.
5. Strong communication and negotiation skills with ability to understand and tailor both written and verbal communications to the audience.
6. Experience in managing reform and change, business improvements and governance arrangements would be an advantage.

Desirable/Mandatory qualifications

* Nil

## Statement of claim

Applicants are required to submit a current CV/resume and a statement of claims (no more than 750 words) outlining why you are interested in this position and why you believe that you have the skills, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

If shortlisted, applicants may be asked to attend an interview to provide further examples against key areas/points to demonstrate their ability to perform the duties of the position.

## Contact

Gregory Abood on 0418 531 096 for more information about the role.