



## Chief Executive Officer of the Sleep Health Foundation and Director of the Australian Sleep and Alertness Consortium

### POSITION DESCRIPTION

#### Organisational context

The CEO of the Sleep Health Foundation (SHF) reports directly to the SHF Board and provides overall leadership in the delivery of the strategic priorities of the Board.

The SHF Governance structure includes a number of committees, including the Australian Sleep and Alertness Consortium (ASAC) Steering Committee, the Business Council and the Consumer Reference Council - all of which report to the Board (See Governance Structure in Attachment 1).

#### Sleep Health Foundation

The SHF is a not for profit health promotion charity that aims to raise community awareness about sleep and its common disorders, and to improve public health and safety. The SHF strives to deepen community understanding of the importance of sleep for health and performance; why sleep disorders need professional diagnosis and treatment; and, to provide information about common sleep difficulties and how to address them. As Australia's leading sleep health advocate, the SHF strives to develop policy informed by multiple perspectives including consumers of sleep health services, the sleep therapy industry and a broad range of clinicians. The SHF also facilitates research, especially on topics relevant to its health promotion mission, both in the community and in the workplace.

ASAC is a model of research collaboration aligned to the mission of SHF and, since mid 2020, embedded within the Foundation as the R&D division. ASAC focuses on the theme of sleep, health and wellbeing, and performance, with three integrated programs; Occupational, Healthcare and Road Safety. ASAC is governed and directed by the ASAC Steering Committee, situated within the Sleep Health Foundation organisational structure. The ASAC Steering Committee comprises representation from participating academic nodes (Flinders University, Institute for Breathing and Sleep (IBAS), Monash University, University of Sydney and Woolcock Institute of Medical Research), SHF, and industry advisors.

**Note:** As ASAC is currently in its development phase the CEO is expected to allocate approximately 0.8 EFT (i.e. 4 days a week) to leadership within ASAC for the nine-month period from January 2022 to September 2022. After this initial period the ASAC workload proportion will be reduced, as determined by the SHF Board in conjunction with ASAC Committee, and the SHF core activities (described) will increase.

#### Overall position purpose

The CEO will:

1. lead the development and delivery of the strategic priorities of the Foundation
2. oversee the setting of strategic goals and making sure they are measurable and describable and aligned with the Foundation's mission and vision
3. ensure excellent governance of the organisation, and compliance with all standards and regulations as required
4. facilitate the involvement of SHF members and partners through Committees and sub-committees to achieve the organisation missions and goals as specified
5. manage financial and other resources effectively whilst exploring the opportunities that might exist to expand these over time
6. work with current and potential sponsors and partners

7. be the point of communication on behalf of the organisation with current and potential sponsors, partners, government entities, media and the public to showcase the Foundation and its messages
8. work with organisations such as the Australasian Sleep Association, and patient support groups to address aims and aspirations that these have in common.
9. ensure that the organisation maintains ethical [standards](#)
10. assess risks (including reputational risks) and ensure they are monitored and minimized.

As noted above, ASAC is embedded within the Foundation and thus all the above references to the organisation/Foundation include ASAC. However, as ASAC is such a key area of responsibility for this CEO position the responsibilities regarding ASAC are set out in more detail below for clarity of expectations.

Working closely with the **ASAC Steering Committee**, the CEO will:

1. engage in high-level strategy formulation to assist in positioning ASAC and its research leadership as recognised national leaders in sleep, health and wellbeing, and performance
2. be responsible for leading engagement with key stakeholders to build collaborative, outcomes-focused R&D partnerships to maximise support the impact of the consortium and position ASAC for future (financial) sustainability
3. manage operational activities of the consortium and provide broad oversight of project governance and deliverables
4. identify relevant funding and grant opportunities, and facilitate and participate in meetings relevant to developing research opportunities and bid development.
5. contribute to the development of ASAC's branding and web presence (e.g. via WorkAlert) requirements
6. facilitate the provision of high-quality sleep health educational resources to industry groups
7. facilitate discussions between the partner groups and key stakeholders
8. report performance and outcomes to the relevant stakeholders
9. be a key 'public facing' representative who will connect the ASAC Committee with new opportunities
10. be responsible for business plans, contracts and agreements between SHF (ASAC) and partner groups and relevant stakeholders
11. provide financial and resource management of ASAC. This includes the development of plans for ongoing sustainability within the Foundation's organisational structure.
12. ensure the ASAC Steering Committee is provided with sufficient accurate information on a timely basis in regard to ASAC, its operations, and prospects, so as to reasonably position the Committee to fulfil its governance responsibilities within the Foundation.
13. ensure the SHF Board is kept informed of material developments in the organisation's affairs, operations and business
14. identify and managing operational and corporate risks for the organisation and, where those risks could have a material impact on ASAC, formulating strategies for managing and mitigating those risks, including for consideration and endorsement (as applicable) by the ASAC Committee.

**Reporting Line:** The position reports to the SHF Board.

**Supervisory Responsibilities:** All Foundation staff and contractors (including finance, PR, media and communications).

See also a list of responsibilities in Attachment 2.

All applicants must specifically address, in writing, the extent to which they meet the following essential and desirable criteria.

## ESSENTIAL CRITERIA

- A. A tertiary qualification preferably in a health or medical science discipline
- B. Demonstrated excellent management skills, which may include office management, project management or business management
- C. Demonstrated excellent leadership, planning and organisational skills, including initiating new activities or programs and bringing these to fruition
- D. Excellent interpersonal skills and ability to communicate effectively with people from different levels of industry, government and in the community (written and spoken)
- E. Experience in the governance of an organisation, such as a Board member or leadership positions
- F. Ability to effectively work both independently and as a team/committee member
- G. Ability to multi-task and successfully work to deadlines
- H. Ability to exercise initiative in handling high level enquiries, to delegate appropriately and to prioritise effectively
- I. Ability to run an organization in an economically responsible way that ensures the ongoing viability of the SHF.

## DESIRABLE CRITERIA

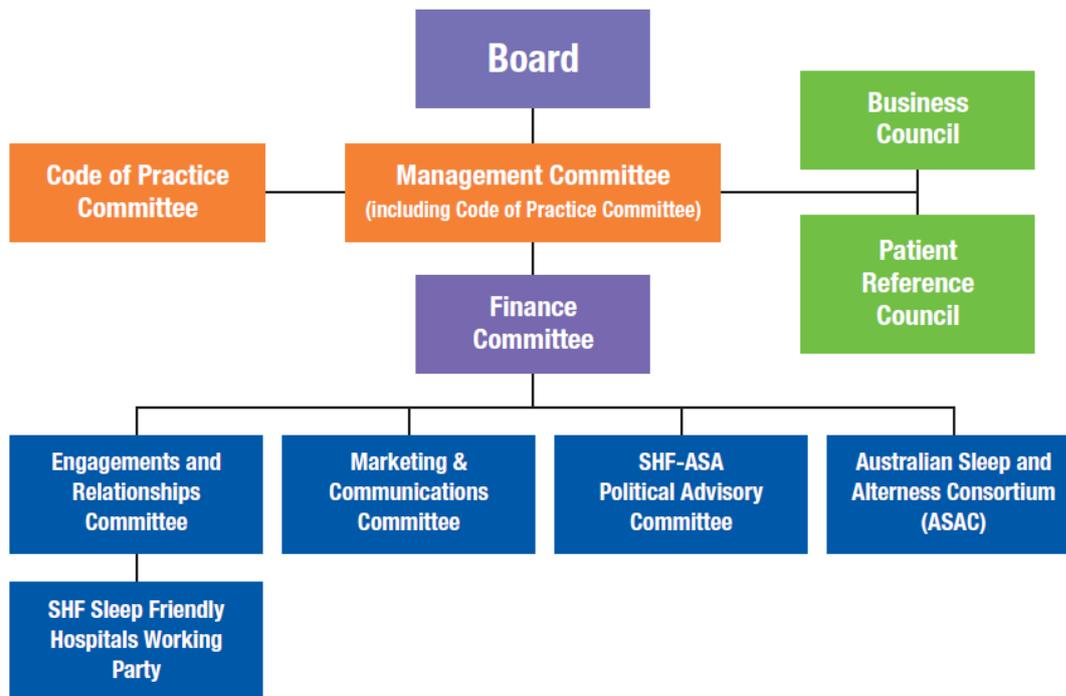
- A. A strong familiarity with issues related to sleep health, in the area of health promotion, sleep research or clinical experience with sleep disorders (highly desirable)
- B. Experience in health promotion activities
- C. Experience in undertaking and completing research projects
- D. Experience with seeking new organisational sponsors and/or partnerships
- E. Understanding the needs of a not for profit organisation, registered as a charity with ACNC.

**Closing date: COB Friday, 3 December 2021**

**Email: [info@sleephealthfoundation.org.au](mailto:info@sleephealthfoundation.org.au)**

**Please provide a copy of your latest CV**

## Attachment 1: SHF Governance structure



## Attachment 2: KEY RESPONSIBILITIES

### Governance and Strategy

- Monitor and maintain the Foundation's compliance with the Constitution including:
  - The tenure of positions on the Board
  - Board, Council and Committee members submit Declaration of Interest form
  - Annual General Meetings and any Special General Meetings requisite notices and Compliance to all relevant legislation and statutory body requirements.
- Work with the Board to develop and update a strategic vision and plan for the organisation.
- Provide useable and timely information to the Board and support attendance at Board meetings
- Implement the roles and responsibilities of the Company Secretary to support the Board's and the organisation's statutory reporting, governance and compliance requirements.
- Develop and manage Foundation's resources, policies and systems to ensure operational standards are consistently achieved.
- Identify innovative approaches to emerging policy and sector issues and act on them if relevant to Foundation's objectives.
- Maintain clear communication resources for the Board Directors, Committees, Councils, membership and other key stakeholders
- Work with Chair and relevant Working Parties on advocacy to Government
- Work with the Board to identify and drive income sources.
- Work with ASAC Committee to maintain R&D function, identify potential sources of R&D funding and engage with key stakeholders
- Work with Business Council Chair to ensure engagement, impact and corporate sponsorship funding
- Recognise and work with other organisations and relevant bodies to identify and implement educational, advocacy and research opportunities regarding sleep health
- Work with Finance Chair and all committees to identify and drive diverse income sources to advance SHF's mission

### Operations

- Develop plans that ensure the Board Strategic Plan priorities for next 12 months can be achieved
- Coordinate the production of the Annual Report and any other legally required documentation
- Review membership maintenance and renewal information
- Identify potential new membership sources
- Promote culture that recognises the Foundation as the leading advocacy and community organisation in sleep health
- Assist Board with government submissions that relate to sleep health
- Manage all aspects of human resources to ensure stability and high performance of staff
- Assist the Chair, the Board, Council and Committees with special projects, meetings or initiatives that relate to the mission of the Foundation.
- Oversee media campaigns including social media
- Oversee management of education and speaker bureau
- Work with the ASAC Committee to ensure contractual obligations to academic and industry partners are achieved
- Oversee management and use of WorkAlert website to support educational, advocacy and research outcomes aligned to the mission of the Foundation

## Finances

- Ensure accurate financial records are kept at all times
- Work with Chair, Finance Chair and Finance Committee to:
  - Prepare annual budgets
  - Monitor and implement investment strategies
  - Ensure Board has appropriate financial statements for review
  - Manage Foundation resources within budget guidelines
  - Oversee accounts held in banks and within an investment portfolio
- Support staff responsible for finance and broadly oversee the appropriate use of accounting systems, payroll, payments, income and invoices
- Ensure ASAC-specific financial records are kept and accurately reflected within SHF reporting

## Communications and Stakeholder Engagement

- Be the point of contact for all current and potential business council members (sponsors), healthy sleep partners, information partners
- Identify opportunities to secure new partners and collaborations
- Provide regular updates to stakeholders on SHF activities
- Organise regular meetings and networking events with stakeholders