

# Call for Proposals for the Provision of Executive Services for the Australian Council of Graduate Research

## 1- Background

The Australian Council of Graduate Research (ACGR) is Australia's peak body for graduate research education (<http://www.acgr.edu.au/>).

ACGR's purpose is to promote and support excellence in graduate research education through establishing best practice standards, providing a forum for networking and practice sharing amongst graduate research leaders, influencing the development of graduate research policy and promoting the benefits of graduate research.

ACGR advocates for opportunity, recognition, funding and support for graduate research and graduate researchers and works to increase awareness in the community about the value and benefits to the Australian and international community resulting from graduate research.

ACGR acts as a point of contact for national peak bodies and other stakeholders, international agencies and the Australian government seeking advice regarding research training.

ACGR convenes biannually, generally in April/May and November and runs a series of professional development and support programs throughout the year.

The activity of the Council is guided and supported by the Executive Committee, comprised of the President of ACGR and six full member representatives.

ACGR is also supported by a contracted Communications and Member Engagement Officer who manages the ACGR Graduate Research Blog, coordinates the monthly communications with members and contributes to running ACGR events.

## 2 -Provision of Executive Services

The ACGR invites proposals from appropriately experienced and qualified individuals to provide executive services for ACGR commencing in November 2022 for up to a three-year period subject to review.

The catalogue of executive services required by ACGR includes:

1. Monitoring and responding to Australian government policy and strategy impacting on graduate research, keeping abreast of key international developments of relevance to members and providing timely and strategic advice to the President, Executive Committee and members as appropriate.
2. Representing the Council on advisory and stakeholder groups and in other fora and acting as public spokesperson on topics within ACGR's remit.
3. Drafting and coordinating ACGR position statements, submissions and correspondence with government and other key stakeholders.
4. Developing and maintaining links with key stakeholders including government and peak bodies both national and international.

5. Oversight of the outreach activities of the Council including:
  - a. development of an annual communications plan,
  - b. appropriate messaging and focus in the regular ACGR Updates and the Graduate Research Blog, and
  - c. support for and monitoring of the work of the Communications and Member Engagement Officer.
6. Providing strategic, organisational and secretarial leadership for each ACGR National Meeting including program development, budgeting, liaison with the host institution, inviting speakers and conducting elections for executive positions.
7. Providing strategic and secretarial support for the Executive Committee and any working groups established
8. Managing the annual ACGR Awards for Excellence in Graduate Research Education program.
9. Supporting and managing any other special initiatives or projects undertaken by ACGR including preparing project proposals, calls for expressions of interest and tender documents as required.
10. Promoting and maintaining ACGR membership and welcoming and supporting new members.
11. Managing the ACGR finances including preparing and monitoring of the annual budget, collecting subscriptions and any other payments to ACGR, paying bills, preparing quarterly BAS returns and preparing the annual financial statement
12. Meeting the statutory requirements of an incorporated organisation.

It is expected that these services will be provided in a timely manner, usually on a part time basis across the year, but there will be peak workload times during national meetings and for other special initiatives. The Selection Committee may consider proposals that provide for a second or additional contractor to provide particular services within the full scope of these responsibilities.

### 3 - Skills and Experience

The Selection Committee will consider the following skills and experience when shortlisting potential applicants for this role:

Essential selection criteria:

- Ability to communicate effectively and build collaborative and professional networks with a wide range of stakeholders
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Experience and skill in working with committees or a Board of Directors.
- Ability to envision and convey the organization's mission and strategic future to the members, board, partners and key stakeholders
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Not for profit management experience.
- High level strategic thinking and planning.
- Strong written and oral communication skills.

- Strong public speaking ability.
- Takes initiative, works independently and able to multi-task
- Creative problem-solving skills
- A tertiary qualification and/or relevant experience of the Australian Higher Education system

Preferred experience:

- Direct experience working within or influencing graduate research education in Australia
- 5 or more years of university management experience
- Experience in a member-based organisation

## 4 -Proposals

Proposals to provide the above mentioned services should include the following:

- a. A document that introduces the person who will be supplying the services and addresses their experience and skills at supplying each of the services listed in 1-12 above.
- b. Current CV
- c. A quotation for the supply of services.
- d. The names and contact details of two referees who may be contacted at the end of the selection process in the case of the person being the preferred candidate.

The successful candidate(s) must be registered for GST and hold their public liability and professional indemnity insurance.

Enquires should be sent in the first instance to current Executive Director, Fiona Zammit at [exec@acgr.edu.au](mailto:exec@acgr.edu.au)

**Proposals should be submitted to ACGR President, Professor Imelda Whelehan [imelda.whelehan@uwa.edu.au](mailto:imelda.whelehan@uwa.edu.au) by 5 pm AEST Thursday September 1 2022**