



ANZAM
AUSTRALIAN & NEW ZEALAND
ACADEMY OF MANAGEMENT

Academy Manager
Australian and New Zealand Academy of Management (ANZAM)

QUALIFICATIONS AND SELECTION CRITERIA

1. A relevant degree with experience in administration/management. or an equivalent alternative combination of relevant experience, knowledge, and/or training. Experience in the tertiary sector and/or a non-profit member organisation would be well-regarded.
2. Demonstrated ability to work independently, as well as part of a diverse team of academics.
3. Demonstrated project management, planning, analytical and organisational skills, with strong attention to detail and the ability to identify and resolve problems and ensure quality team outputs.
4. Demonstrated excellent oral and written communication and interpersonal and negotiation skills. Experience with social media platforms essential, e.g., LinkedIn and Twitter.
5. Demonstrated superior computer skills using appropriate software including experience in word processing, spreadsheets, databases, and websites (preferably the use of WordPress). Familiarity with cloud-based programs and Zoom is required.
6. Demonstrated experience in financial management, including operation of a computerised accounting system, reconciliation of accounts, and preparation of budgets.
7. Demonstrated ability to work in accordance with Constitutional requirements, and organisational Policies and Procedures of a not-for-profit professional organisation.
8. Demonstrated ability to record minutes from meetings and present them in a timely manner with clear actions and responsibilities identified.
9. The ability to travel to Board meetings three times per year, and the annual Conference (held in early December), and the flexibility to occasionally work outside normal business hours. ***NB: it is not anticipated that travel will occur in 2021. Meetings will be conducted online.***
10. Demonstrated understanding of, and ability to apply, EEO, OH&S, risk management, quality assurance, and records management principles.