

SECRETARY SCIENCE POLICY

The Position

The position of Secretary Science Policy, established under Chapter III, section 11b of the Academy Bye-Laws, is responsible, subject to the direction of the Council, for the Academy's science policy activities and maintaining the Academy's role as an independent science adviser advancing science as a public good.

The position formulates and delivers relevant, evidence-based and impartial scientific advice and commentary to assist national policy development, program delivery, and priority projects aligned with the Academy's strategic direction.

Skills and Experience

- A scientist, with experience in STEM sector policy and the political environment
- An understanding of the principles and practices of effective corporate governance including strategic planning and direction setting
- Experience in building and maintaining strong stakeholder relationships

Accountability

The Secretary Science Policy:

- is accountable to the Fellowship and reports to Council through the President. The Secretary is assisted by the Science Policy team of the Academy Secretariat. The Director Science Policy and International Affairs is accountable to the Secretary Science Policy.
- works closely with the CE in their role as an external face of the Academy
- must comply with the responsibilities and fiduciary duties required of a 'Responsible Person' under the Australian Charities and Not-for-profit Commission (ACNC) Act 2012
- must attend all governance meetings, the annual meeting to determine the candidates to recommend to the Fellowship for election, the Annual General Meeting and chair all meetings of Committees of Council for which the position is responsible, as delegated from time-to-time.
- is expected to attend significant Academy events and meetings relevant to the Science Policy portfolio.

Duties and responsibilities

In accordance with the Academy's objectives, approved strategy and policies and procedures, the Secretary for Science Policy:

- provides final approval to proceed for Science Policy related submissions, grants, requests for tender and quotes for fee for service work.
- provides direction on the preparation and final approval of science policy submissions and responses to reviews, inquiries and consultations.
- develops and maintains networks with relevant Federal and State ministers and their offices, departmental officials, and other STEM sector institutions.
- is the Academy spokesperson on Science Policy matters, drives the development of Science Policy related media and communications plans and approves all Science Policy-related media releases.
- acts as a Council Observer to oversee the candidate selection process for an assigned Sectional Committee as part of the annual Fellowship election process
- together with the Foreign Secretary, appoints members of the National Committees
- approves the annual Science Policy budget and operational plan for submission to Council
- provides advice or comment on any science policy-related matter requested by Council or the President from time-to-time