

CANDIDATE KIT

Advisory Council, Medicines Australia

JANUARY 2017

MEDICINES
Australia



1. BACKGROUND

About Medicines Australia:

Medicines Australia Ltd. (MA) is the peak body representing the innovative medicines and vaccines industry in Australia and is based in Canberra. MA is committed to delivering a longer and healthier life for all Australians through availability and choice of world leading innovative medicines. Its members are companies that invent, manufacture, export and supply innovative medicines and vaccines to the Australian community.

MA's mission is to drive the creation and development of a predictable environment for the continued sustainable growth of the research based prescription medicines industry to enable Australians to lead longer healthier lives. MA strives to deliver smart and effective solutions to empower and improve the position of member companies and the communities they serve.

For more information about MA visit www.medicinesaustralia.com.au or contact Dee Hopkins, Director - Member Engagement on 02 6122 8500.

The Establishment of the Advisory Council:

The Advisory Council is being established to support the Board's role in shaping strategy and maintaining appropriate continuity of direction. The future focussed Advisory Council will provide the Board with advice on trends and issues impacting the Industry in the medium to long term (3 to 10 years). It will also provide a strategic and more diverse perspective of the environment with a view to positively shaping the future of the Industry.

The Council will be chaired by the Deputy Chair of the Board of Directors.

Applicants for the Advisory Council will be assessed by a panel.

2. ADVISORY COUNCIL MEMBERSHIP – ROLE DESCRIPTION & TERMS

Classification	Advisory Council Member
Term of Appointment	This is an initial two year appointment with provision for renewal by mutual agreement.
Remuneration	<p>For Independent Council Members: Individual contracts will be provided. Remuneration will be \$12,000 p.a (ex GST if applicable) - payable quarterly. Travel expenses agreed in advance will be reimbursed at cost.</p> <p>For Member Company Council Members: Remuneration or other expenses will <i>not</i> apply. Candidates from member companies will be required to confirm in their application that they have the full consent of their Managing Director as evidence that their company will provide the necessary time and expenses to allow for active participation in the Advisory Council.</p>
Meetings and Location	<p>It is anticipated there will be three full day meetings of the Advisory Council per annum, though this may vary. Meetings will be held in different locations - Canberra, Sydney or Melbourne. Additional time will be required for pre-reading, preparation, follow up and any ad-hoc out of session communication.</p> <p>One of these meetings will be in conjunction with the full Board of Medicines Australia at the annual strategic retreat – usually held in April each year.</p> <p>Secretariat support will be provided for preparation of agendas and minutes and administration of the Council.</p>
Role Purpose	<p>The Advisory Council will support the Board with advice on trends and issues impacting the Industry in the medium to long term. The Chair of the Advisory Council will also be the Deputy Chair of the Board.</p> <p>The Council shall:</p> <ol style="list-style-type: none"> 1. Be guided in its work by direction provided from the Board. 2. Consider the factors (e.g. demographic, political, social, economic, technological, scientific, regulatory and legislative), both domestic and international, that will

	<p>impact on the Industry and its members in the medium to long term.</p> <ol style="list-style-type: none"> 3. Identify relevant, prioritised, strategic issues - risks, opportunities and trends - that may inform Australian industry, health and medicines policy and may impact MA and its members over the medium to long term. 4. Provide advice to the Board on these medium to long term strategic issues, specifying strategic advice that will enable MA to shape the future environment in a manner consistent with its objectives. 5. Deliver input to the Board in the development of the Strategic Blueprint for MA.
Conditions	<p>Council Members must abide by Medicines Australia Policies and Procedures.</p> <p>A police record check, qualification verification and due diligence <i>may</i> be required.</p>

3. ATTRIBUTES AND SELECTION CRITERIA

The effectiveness of the Advisory Council will largely depend on the calibre of its members in their diversity of experiences, personal skills and attributes.

Medicines Australia is seeking to appoint 8 to 12 Council Members with a diversity of expertise and skills to join the Chair to form the Advisory Council. The selection criteria therefore will be based on the expertise and personal attributes listed below. Final selection will be based on ensuring diversity of knowledge and expertise across all Council Members.

Skill Requirements for Advisory Council Members

- > A big picture thinker, comfortable with complexity and ambiguity, with the ability to consider multiple, possibly contradictory ideas simultaneously.
- > Ability to visualise complex future issues, filter and prioritise then distil the important into simple, compelling, strategic insight.
- > A candid communicator and strong contributor, with laser like clarity of thought, ability to articulate clear, focussed questions, opportunities or risks to shape the Advisory Council's advice.

- > A good listener who can adjust thinking within a changing environment – a flexible style as well as a willingness to challenge.
- > An ability to quickly grasp and communicate the complex issues facing this industry.
- > The ability to respect the boundaries between the Board, the Advisory Council and Secretariat management with the emotional intelligence to develop and enhance strong advice without directing final strategy nor operational execution.

<p>Desired Expertise and Qualifications – Leader in <i>one or more</i> of the following areas of expertise</p>
<p><i>Expertise in government public policy making having worked closely in, or with, government and/or bureaucracy</i></p>
<p><i>Expertise in the medical technologies and pharmaceuticals sector having held senior leadership role(s) in an allied or related Industry, or peak body in Australia</i></p>
<p><i>Expertise in medical research with interest in health and public policy having worked or currently working in medical research or university sector in Australia</i></p>
<p><i>Expertise in the international pharmaceutical industry and international medicines policy environment having worked for research based pharmaceutical industry overseas</i></p>
<p><i>Expertise in strategy development and/or government policy making from an unrelated industry having worked at a senior level in a multi-national, complex, highly regulated setting</i></p>
<p><i>Expertise in consumer access to medication having led, or worked in, a health consumer organisation and interacted with government, policy makers and industry</i></p>
<p><i>Health care professional with demonstrated expertise related to medicines policy, having led health and medicines policy and/or formulary management (at national, jurisdictional, hospital, specialist craft group level)</i></p>
<p><i>Currently working for a Medicines Australia member company in Australia at a senior level and with specific expertise in a key strategic area such as R&D regulation, business development, government relations, market access or regulation</i></p>

4. APPLICATION INSTRUCTIONS

1. Applicants should provide:
 - a. A one page statement specifying suitability for role relative to the selection criteria and requisite skills to contribute to the objectives of the Advisory Council; (Note: Member Company representatives should confirm that their application is fully supported by their Managing Director)
 - b. A short current professional biography or CV
2. All applications with relevant attachments should be forwarded to Advisory.Council@medicinesaustralia.com.au by **5:00pm (EST) Monday 13 February 2017**.
3. Nominations cannot be accepted after the closing date. A minimum of 9 or maximum of 12 positions will be filled.
4. Applicants will be shortlisted in accordance with their suitability in accordance with the selection criteria and attributes/skills.
5. Interviews will be held with shortlisted candidates at dates and a location to be advised in early March 2017.
6. The final shortlist will be submitted to the Board of Medicines Australia for approval.
7. All applicants will be notified of the outcome at the conclusion of the process – expected to be before end of March 2017.
8. The successful candidates will join the Medicines Australia Advisory Council with immediate effect on notification and signed acceptance of terms and conditions.
9. The result declared will be final and no correspondence shall be entered into.

For confidential enquiries or further information about the application process please contact:

Dee Hopkins, Director – Member Engagement, Medicines Australia.

Phone: 02 6122 8500 or 0419 012 094 or

EM: dee.hopkins@medicinesaustralia.com.au

5. ADVISORY COUNCIL – TERMS OF REFERENCE

1. Objective

To support the Board of Medicines Australia Ltd (MA) with advice on trends and issues impacting the Industry in the medium to long term (3 – 10 years).

2. Terms of Reference

The Council shall:

- 2.1. Be guided in its work by direction provided from the Board.
- 2.2. Consider the factors (e.g. demographic, political, social, economic, technological, scientific, regulatory and legislative), both domestic and international, that will impact on the Industry and its members in the medium to long term.
- 2.3. Identify relevant, prioritised, strategic issues - risks, opportunities and trends - that may inform Australian industry, health and medicines policy and may impact MA and its members over the medium to long term.
- 2.4. Provide advice to the Board on these medium to long term strategic issues, specifying strategic advice that will enable MA to shape the future environment in a manner consistent with its objects as stipulated in the Constitution.
- 2.5. Deliver input to the Board in the development of the Strategic Blueprint for MA.

3. Mandate

- 3.1. The Advisory Council is an advisory body to the Board and remains subordinate to it. It is not an extension of the Board.
- 3.2. The Advisory Council shall report its assessments and recommendations to the Board at times and in the manner specified by the Board.
- 3.3. The Board may or may not, at its absolute discretion, choose to act upon the advice provided by the Advisory Council.
- 3.4. The Advisory Council shall report to the board of MA. The Deputy Chair of MA shall serve as the leader of the Advisory Council (unless otherwise elected). Only one Board Director may serve on the Advisory Council at any one time.
- 3.5. The Advisory Council may request additional support and advice from the CEO, always being mindful to keep the additional workload of the MA Secretariat to a minimum.
- 3.6. The Advisory Council shall meet three times per year, with one of these meetings in conjunction with the Board Strategic Retreat. The Advisory Council may from time to time determine the frequency of meetings required to achieve its objective should vary; in which case the Chair of the Advisory Council will seek Board approval for the revised schedule of meetings.

3.7. The Council has no authority to make binding decisions for MA or to spend money.

4. **Composition**

- 4.1. The Advisory Council shall be a skills based group of between 9 and 12 individuals with the experience, credibility, mindset and capability (e.g. industry stalwarts, policy experts, research and development visionaries etc.) too bring an informed medium to long term strategic perspective and deliver focussed, quality, strategic advice to the Board of MA.
- 4.2. The Advisory Council shall include a minimum of 4 individuals currently employed within member organisations and 4 individuals not employed by member organisations.
- 4.3. The CEO of MA shall be invited to and is expected to attend all meetings of the Advisory Council.
- 4.4. Members of the Advisory Council shall be recommended for appointment by the Nominations Committee in accordance with the need to inform the medium to long term strategy for MA. Such recommendations to be subject to approval by the Board.
- 4.5. The Nominations Committee may seek expressions of interest from suitably qualified individuals from within member organisations or external to the membership. Always being mindful to achieve a diversified group. Such diversity to be both comparing individuals comprising the Advisory Council and collectively in comparison to other groups, particularly the Board, Secretariat and key committees of MA.
- 4.6. The Nominations Committee and ultimately the Board of MA shall ensure that the composition of the Advisory Council is fit for purpose, well balanced and delivering in accordance with the terms of reference
- 4.7. Upon completion of the initial 2 years post establishment, the performance of the Council, its terms of reference and its composition shall be reviewed. The Board, at its absolute discretion, may choose to terminate the Advisory Council at this time or at any other time of its choosing.
- 4.8. After the initial 2 year establishment period Council members shall be appointed for 3 year terms with regular renewal of the Council to maintain relevance, diversity and currency. There is no requirement to coincide the term of each Council member's appointment.
- 4.9. The Board shall have the power, in accordance with the terms of reference, at any time to appoint any person to the Council either to fill a casual vacancy or, subject to the limit of no more than 12 individuals (clause 4.1), as an addition to the existing Council.
- 4.10. The Board shall have the power, at its absolute discretion, to remove a member of the Advisory Council before the expiration of their period of office.