


Alexandra Brockhurst

Business Operations Manager

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Qualifications

2023

Linking Leader Profile (LLP | 360) Accreditation

2022

Team Management Profile Accreditation

2019

Accelerated Leadership Performance Program, Women & Leadership Australia

2012

Bachelor of Medical Science / Bachelor of Biotechnology, Charles Sturt Univeristy

For a full list, please visit us on LinkedIn

Alexandra Brockhurst is a dynamic leader currently serving as the Business Operations Manager at Anchor Excellence, where she applies her extensive operational expertise to drive business success. With a robust background in business improvement and administration, Alexandra effectively leads teams and implements strategic initiatives that enhance organisational performance.

Her career path highlights her leadership capability and operational acumen. At Anchor Excellence, she leverages her diverse experience to oversee and elevate the consultancy practice, demonstrating her ability to adapt and lead in evolving business environments.

Experience

2019 - Current

Business Operations Manager, Anchor Excellence and sub-brands - Impactful Leaders, Anchor Academy, SAGE Study Tours, Anchor Policy

Bespoke aged care management consulting. Innovation and transformation. Management of the firm offices and leadership of practice management team. Leads TMP and LLP 360 debriefs for clients and participates in content development for leadership education.



Experience

2018 - 2019 Business Improvement Manager, Holy Family Services

Led several initiatives to support improved operations within the aged care services including development of policies and processes, implementation of audit tools and a new quality and risk management platform.

Supported the operational management of the RTO including management of all compliance requirements as well as supporting the CEO with reporting at the Board level.

2017 - 2018 Legal Clerk, Medical Council of NSW

Managed all documentation required for legal action for the Council as well as cases taken to Tribunal. Acted as the decision maker for Applications for Information under the *Government Information Public Access (GIPA) Act 2009*. Led the development of policies and processes for use by the legal team within the Council.

2013 - 2017 Executive Assistant and Group Administration Lead, SummitCare

Led a team of 10 Administrative Assistants across 8 sites in Sydney. Managed corporate offices and staff in 2 locations in Sydney. Provided direct support to the CEO and the Executive team. Led initiatives within the organisation to support process improvement and efficiency including the implementation of new CRM system and updates to policy and process.