Position Description

Position title:	Program Manager, 45 and Up Study, Research Assets Division
Date established:	February 2018
Reports to:	Head, Research Assets Division
Direct reports:	Applications Administrator and Research Assistant
Employment status:	Full-time

Background

The Sax Institute is a leading Australian expert in helping decision makers find and make best use of research to solve real-world health and social problems.

We connect individuals and organisations with research, we build research platforms that generate new knowledge for use in decision making, and we lead thinking and knowledge around how to ensure more research has a real-world impact.

We are not a research institute, but rather a transformative organisation established to develop innovative ways of better connecting knowledge from research with those who can use it.

Division / Program Area

The Research Assets Division has primary responsibility for the following Institute goals:

- Build and maintain research assets that enable high-quality research and produce new knowledge for decision making
- Drive research that contributes to policy, program and service delivery decisions.

The Program Manager, 45 and Up Study is responsible for the development and management of the 45 and Up Study including the establishment of a large-scale collection of biospecimens from participants.

Purpose of position

The position is responsible for overseeing the management and operations of the 45 and Up Study to ensure the Study is conducted ethically and in line with best practice and that services are delivered to a high standard to existing and potential users.

The position may also provide input into the development of new projects, research activities and services that support the goals of the Research Assets Division.

The Program Manager, 45 and Up Study will have excellent management and organisational skills, high level analytic and leadership skills, the ability to innovate, and excellent communication and interrelationship skills at a senior level.

Key accountabilities

Key accountabilities	Performance expectations
Lead the development of the strategic intent for 45 and Up Study and implement and monitor 45 and Up Study business and operational plans and budgets	• Strategic business plans and operational plans are implemented for the 45 and Up Study • 45 and Up Study program budgets are managed to ensure targets are met
Ensure researcher access to study	• Play a lead role in developing and managing the use of the 45 and Up Study data and cohort. This includes promoting and/or facilitating promotion of the Study; monitoring use of and publications from the Study; providing high level advice to those seeking to access the data and/or cohort; and ensuring that the processes for researcher access are timely and efficiently managed
Build and maintain professional working relationships with Sax Institute partners and funders	• Regular, open and transparent discussion between all program stakeholders is fostered to build trust and confidence in 45 and Up Study. • Manage all aspects related to the partner deliverables and partner reporting
Coordinate questionnaire development and data collection	• Play a coordinating role in the development and management of data collection instruments and methods used for the Study. This includes identification of the research/policy development needs, identification of potential funders of the questionnaire items, and finalisation of questionnaires
Lead routine reporting	• Lead the production of the KPI report, annual report, ethics reporting and CEO report
Supervise staff and oversee the work of contractors providing services	• Staff have a clear sense of purpose and understand performance expectations • Staff are supported to develop the skills needed to deliver high quality results • Contractors are managed to ensure that deliverables are fit-for-purpose
Assist with the development of a communications strategy to promote the 45 and Up Study programs	• High quality communications materials are developed to encourage participation in 45 and Up Study studies and promote the Sax Institute as a source of high quality data and research tools
Contribute to the research assets program strategy development	• Projects are aligned with Research Assets and Sax Institute goals and plans to contribute to integrated business strategy, including business development
Prepare submissions and other resources to ensure the continued support and viability of the 45 and Up Study	• High quality submissions are prepared for Research Assets proposals
Contribute to ongoing research as required	• Play a role in contributing to research arising from the 45 and Up Study

Qualifications, Skills, Experience and Personal qualities - Selection Criteria

To be successful the Program Manager, 45 and Up Study will demonstrate the following technical and behavioural competencies:

Essential

- Post graduate qualifications in public health or equivalent experience
- Substantial experience in staff management, administration and project development
- Experience and demonstrated competence in operational and budget management
- Experience in policy or program development, implementation and review at a senior level, either from within Government or an organisation that works closely with Government
- Demonstrated ability to problem solve at a high level and develop, implement and evaluate innovative solutions
- Excellent interpersonal skills, verbal and written communication skills and proven ability to work effectively with a diverse range of people including academics, clinicians and senior government officials
- Experience in the conduct, or a strong understanding, of research as it relates to policy and program development in health, health-related, or human services fields

Desirable

- Understanding of the principles of research
- Experience in strategic development or corporate planning
- Demonstrated experience in authoring communications for publication
- Experience in lab-based research or biospecimens related field

Challenges

- Ensuring positive relationships with 45 and Up Study partners and stakeholders
- Negotiating a complex authorising environment to increase the availability and use of population data for research
- Managing multiple and complex projects