

SCHEDULE A
POSITION DESCRIPTION

Position title:	Director, Decision Analytics
Date established:	March 2017 (revised June 2018, November 2019)
Reports to:	Head, Evidence for Action Division
Direct reports:	Up to 5 staff
Employment status:	Maximum-term contract – 5 years, full-time (1.0 FTE). 0.8FTE will also be considered

Background

The Sax Institute is a leading Australian expert body 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 a transformative organisation established to develop innovative ways of better connecting knowledge from research with those who can use it.

Division, Program Area – Evidence for Action Division, Decision Analytics

The Evidence for Action Division leads work on embedding the use of evidence in decision making. It develops and uses tools and services to assist decision makers to use evidence in their work, and researchers to work with policy to conduct policy relevant research.

The Decision Analytics team uses advanced dynamic simulation modelling methods as well as research and visualisation technologies to develop timely, accessible decision support tools for policy and practice.

Purpose of position

The Director, Decision Analytics reports to the Head, Evidence for Action Division. The Director works closely with government and non-government organisations to scope their requirements and to provide advice on dynamic simulation modelling that will support their work. S/he will be the lead in developing and implementing the strategy of the Program of the Sax. S/he will coordinate teams both within and external to the Sax Institute bringing together relevant expertise in dynamic simulation modelling and policy and program knowledge.

Key accountabilities

Key accountabilities	Performance expectations
Develop and implement strategic plan for Decision Analytics	<ul style="list-style-type: none"> The Program has a comprehensive strategy and implementation plan
Establish and maintain systems and processes for managing the activities of the Program	<ul style="list-style-type: none"> The Program functions smoothly with excellent standards of operation
Manage and support Decision Analytics staff to ensure that professional development, reporting, budgeting and delivery of services as per annual plan happen effectively	<ul style="list-style-type: none"> Decision Analytics team are supported to achieve professional and team goals The program of work is delivered as per the agreed work plan Appropriate contributions are made to the Sax Annual Plans and budgets. Reports are generated for the Sax Board, funders or others as requested.
Engage with policy agencies, program planners, and research institutions to foster relationships and attract opportunities for commissioned work or collaborative research relevant to the Program	<ul style="list-style-type: none"> The program is able to attract new work and draw on a network of policy and academic experts to contribute to that work as needed / appropriate
Publish and present findings from the program of research	<ul style="list-style-type: none"> Regularly present the work of the Program to various audiences Represent the Sax and the Program at external events Publish the research in high quality journals
Supervise and manage early career researchers and contract personnel as required across the agreed work plan	<ul style="list-style-type: none"> Support given to early career researchers to maximise their development and research outputs Contract personnel remain engaged in the program of work and deliver on their contract.

Qualifications, Skills, Experience and Personal qualities

To be successful the Director, Decision Analytics Program should demonstrate the following technical and behavioural competencies:

- A PhD in a relevant discipline or equivalent work experience
- A strong academic record with excellent written and verbal communications as evidenced by a track record of publications in peer reviewed journals
- Demonstrated ability to work in a collaborative research environment with diverse stakeholders
- Sound knowledge and understanding of the field of public health and health care in Australia
- Successful research project management experience, including delivering projects on time
- Ability to take on a leadership role in the development and implementation of projects
- Experience in leading dynamic simulation modelling projects

Challenges

- Engaging with a diverse group of stakeholders often with varying needs and priorities
- Ensuring ethical, scientific, regulatory and professional standards are maintained across the program

Key stakeholders and relationships

- Government, non-government and health delivery organisations; researchers and research organisations; other Sax Institute work areas

Key meetings/committees/working groups (that this role must be a part of)

- Regular meetings with Division Head (frequency tbd)
- Monthly meetings with Division Head and Evidence for Action program managers