

**Position Description**  
**Deputy Director**  
**NHMRC Australian Prevention Partnership Centre**  
**Sax Institute**

**Primary Function**

The Deputy Director is responsible for all aspects of the day-to-day running of the Prevention Centre. With the Centre Director and the Leadership Executive, the Deputy Director works with researchers and policy partners to ensure that the projects contribute effectively to the wider goals of the Centre. This involves ongoing liaison with project partners, budget management and performance monitoring, program development and communications across the Centre. The Deputy Director will have expert knowledge in the field of prevention from a research, practice or policy perspective, extensive experience in high-level management of partnerships, and an understanding of the Australian health system.

**Position Context**

The Australian Prevention Partnership Centre is a national collaboration involving state, territory and Commonwealth government agencies, non-government agencies and 10+ universities and research centres. Currently funded jointly by the NHMRC, Australian Department of Health, NSW Health, ACT Health, HCF Foundation, it is administered by the Sax Institute (Sydney).

The objectives of the Centre are to strengthen the research base for prevention, to synthesise evidence and make readily available what is known, and help activate an effective and efficient prevention system. It does this through an integrated working partnership between researchers and industry partners and collaborations with other agencies.

The Centre expertise includes evaluation, science communication, evidence synthesis, systems science and system modelling, and implementation. The Centre business plan is based on an annual set of linked projects agreed with funding partners. Projects are undertaken from multiple sites and with investigator teams based on required expertise.

The Centre also manages \$10m from the MRFF committed to 10 projects and is directly responsible for 4 of these projects. As part of this commitment, the Centre is committed to building a chronic disease prevention research network across Australia.

The Deputy Director will be based at the Sax Institute along with the small secretariat team.

**Key Accountabilities**

The Deputy Director supports the Director and Leadership Executive in ensuring that the Centre functions as a strong collaboration among all the participants and that the key performance indicators are achieved.

With the Director, the Deputy Director has a key role in ensuring that the Centre's activities align with the needs of the funding partners while achieving international quality in its outputs.

The Deputy Director role is key in managing the Centre's operations, including aspects of planning, overall program coordination, capacity development, internal communication, and management of the secretariat. They will lead specific projects undertaken from the Sax Institute.

## **Key Relationships**

### **Internal**

Direct reports may change over time but currently include:

- Program Manager – responsible for system for progress monitoring and reporting of projects.
- Learning and Development Coordinator – responsible for the Centre's skills enhancement and scholarship programs and building capacity through the Implementation Exchange.
- Communications Officer – responsible for establishing and maintaining networking and communication system across the Centre, development of external communication interfaces, liaison with funding partners, and external communication.
- Administration Support Officer – responsible for administrative support to the Director, Deputy Director and meeting and minute management for the Executive Leadership.

The Deputy Director is the key point of liaison with the Sax Institute.

The Director and Deputy Director will ensure that the Funding Partners remain fully informed and involved in the business of the Centre.

### **External**

The Deputy Director works with the Director to ensure that there is:

- A communication strategy in place and active for promotion and dissemination of the work of the Centre.
- Capacity to respond to media inquiries as required and in close coordination with Funding Partners.
- Regular meetings with key stakeholders, particularly non-funding jurisdiction health departments and other non-government agencies.
- Good relationships with the relevant management of academic and research institute partners.

## **Decision Making and Delegations**

Working with the Director, the Deputy Director supports:

- Accountability to the Funders Governance Committee
- Stewardship of the funding
- Finalisation of agreements with Funders
- Budget allocation following approval of the Funders Committee

The Deputy Director has responsibility for:

- Performance agreements with project leaders

- Monitoring progress against deliverables
- Stakeholder management
- Day-to-day relationships with the administering institution
- Leadership of the Centre secretariat

### **Responsibilities**

1. Direct management responsibilities for the 4 secretariat positions
2. Management of the Centre secretariat functions including:
  - a. the processes for assessment, contracting and performance management of projects.
  - b. Monitoring and reporting against the annual plan.
  - c. Project contract management with the participating institutions.
3. Leadership of the internal communication and networking processes.
4. Ensuring that the Centre functions as a strong collaboration among all the participants.
5. Management and oversight of cross-institutional funding and project arrangements including collection of key performance indicators.
6. Leadership of specific projects as required.

### **Experience and Qualifications**

#### **Essential**

- Demonstrated high-level leadership skills and a strategic orientation.
- High level experience in managing complex partnerships.
- Demonstrated capacity to set and manage priorities in a high activity environment and be responsive to a diverse range of internal and external stakeholders.
- Tertiary qualifications in public health or other prevention-related disciplines.
- High level understanding of public health policy, the prevention system at a system perspective, and the capacity to manage policy-relevant research and evaluation
- Demonstrable capacity to manage projects and budgets to specified timelines within complex systems.
- Outstanding communication, consultation and negotiation skills, in order to effectively manage Centre interactions with key internal and external partners.
- Sound knowledge and understanding of the national and state health systems and relevant policy developments including population health initiatives and programs

#### **Desirable**

- Senior leadership experience in managing multilevel preventive interventions.
- Research track record in prevention.

**Deputy Director  
The Australian Prevention Partnership Centre  
Sax Institute**

The Australian Prevention Partnership Centre is seeking a Deputy Director to work with the Director, Professor Andrew Wilson, and the leadership team in managing this exciting national initiative. Our aim is to be a world leader in prevention science applied to chronic disease.

The Prevention Centre is one of three NHMRC partnership centres established to test new models for research translation and implementation. The Centre takes a systems approach to the prevention of lifestyle-related chronic conditions. It brings together system investigators from 7+ funding agencies to work with researchers from 10+ Australian universities and research centres.

The objectives of the Centre are to strengthen the research base for prevention, synthesise evidence and make readily available what is known, and help activate an effective and efficient prevention system in Australia. It does this through a collaborative and integrated model of working with partners in policy and practice relevant knowledge production, translation and implementation. There is a strong focus on learning from action, bringing a systems perspective to planning, implementation and evaluation of initiatives to prevent chronic disease.

The Centre works in a potentially complex partnership environment and brings together teams of expert investigators from both academic and industry partners to work on multiple interlinked projects.

The Deputy Director will have demonstrable skills in high level leadership and concurrent management of multiple projects and stakeholders. They will demonstrate high level understanding of public health policies and strategies. They will have higher qualifications in public health or other fields directly relevant to prevention science. Research or management experience in public health or evaluation is highly desirable.