

Position description

Position title	Head Programs
Date established	December 2022
Reports to	Chief Executive Officer
Direct reports	Six Directors

Background

The Sax Institute is an independent, not-for-profit organisation that improves health and wellbeing by driving better use of evidence in policies, programs and services.

The Institute has an international reputation as an Evidence Specialist, and nearly 20 years' experience in translating research findings into policy drawing on our own expertise as well as that of our more than 50 member organisations. We work with governments, health organisations, research organisations and a network of experts nationwide to analyse policy problems and find the best evidence-based solutions.

The Programs Division includes program areas and staff that are integral to achieving the organisational organisation's strategic priorities and long-term sustainability, including;

- Building and maintaining sustainable research assets that enable high-quality research to be generated
- Maintaining Australia's leading secure research analysis platform
- Supporting decision-making in health policy by providing fast and authoritative summaries of evidence
- Supporting decision-makers by working collaboratively to assess policy problems and proposing workable approaches, including formal evaluations
- The Institute's Training Program, which features diverse courses suitable for policy makers and researchers.

Purpose of position

The Head Programs is one of five senior executive positions within the Sax Institute, reporting to the CEO and responsible for the strategic development and operational management of existing programs and services and for delivery of components of the Sax Institute Strategy and Annual Plan.

Key accountabilities

Strategic and operational leadership

- Contribute to the development and implementation of the Institute's strategy,
- Lead a diverse portfolio of programs and services and increase their value and impact
- Establish and maintain effective operations, governance and funding for programs and activities

- Ensure the development and effective implementation of annual operating plans, budgets and performance indicators and provide relevant reports as required or requested by the CEO or Board

Build Capacity

- Build the capacity of program directors to lead stakeholder relationships and develop and implement business plans and to seize opportunities for innovation, growth and impact
- Provide mentorship and support to program directors in their professional development

Drive collaboration and growth

- Drive and develop collaboration across the Institute and with external partners to foster growth and enhance impact
- Foster a culture of opportunity and innovation through mobilising internal capabilities and identifying and building new opportunities
- Contribute at a high level to the executive and senior management team to identify solutions for long-term potential opportunities and risks that have an impact across the whole organisation.
- Successfully lead a highly talented, interprofessional team.

Selection criteria: Qualifications, Skills, Experience and Personal qualities

To be successful the Head Programs should demonstrate the following technical and behavioural competencies:

- Extensive senior executive leadership experience
- Extensive experience in leadership roles in health research, consulting and/or government contexts
- Experience working in environments that use data and evidence to inform decisions
- Experience initiating and maintaining successful partnerships including fund raising
- Experience successfully managing interprofessional teams in small, dynamic work environments
- Post-graduate qualifications in a relevant field
- Experience with media high desirable

Personal Qualities

- Exceptional leadership skills
- Ability to translate experience into setting a successful strategic direction for the program portfolio.
- High degree of energy and enthusiasm
- Excellent stakeholder engagement
- Team player and mentor
- Takes initiative and collaborates with others
- Curiosity and tolerance for ambiguity