

Position description

Position title	Operations Manager, Prevention Centre
Date established	August 2023
Reports to	Head, Prevention
Employment status	1 year maximum-term contract, full time (1.0 FTE)

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 over 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.

Division Information – The Prevention Centre

The Australian Prevention Partnership Centre (Prevention Centre) is Australia's leading national collaboration of researchers, policy makers and practitioners working together to prevent chronic disease. Established at the Sax Institute in 2013, the Prevention Centre has developed world leading expertise on systems approaches, delivered an extensive body of research evidence and led innovations in co-design, science communication, and capability building for emerging leaders in prevention. It also supports research translation, including through the Collaboration for Enhanced Research Impact (CERI) in partnership with 11 NHMRC Centres of Research Excellence (CREs). The central roles and functions of the Prevention Centre are now widely recognised as core-infrastructure of Australia's prevention system.

Purpose of position

The purpose of this position is to coordinate and manage the core operations of the Prevention Centre's program of work. The Operations Manager will provide financial, contracting, reporting and project management support to the Head, Prevention and the Coordinating Centre team more broadly. The Operations Manager will ensure that governance processes are well-supported and that reporting is comprehensive and timely. They will also work with the Sax Institute Finance and Commercial teams to ensure that Prevention Centre finances and contracts are managed efficiently.

Key accountabilities

Key accountabilities	Performance expectations
Manage Prevention Centre governance processes	<p>Provide secretariat functions for the quarterly Governance Authority meetings, including:</p> <ul style="list-style-type: none"> • Overseeing the scheduling and sending of meeting invitations by the Executive Administration Officer • Drafting agendas • Coordinating the preparation of papers • Taking, preparing and distributing minutes in a timely manner.
Manage Prevention Centre reporting	<p>Work with the Sax Institute IT team and the Executive Administration Officer to:</p> <ul style="list-style-type: none"> • Maintain and, where required, improve data capture systems to contribute to Prevention Centre reporting processes • Ensure data is regularly entered into systems and is comprehensive and accurate • Draft reports to the Governance Authority on the approved workplan and expenditure, for approval by the Head, Prevention • Ensure reporting standards across the Prevention Centre are maintained at a high level and that funding partners and other key audiences have confidence in the reporting.
Manage the day-to-day business operations of the Centre	<ul style="list-style-type: none"> • Work with staff to: <ul style="list-style-type: none"> ○ Manage the operational and business aspects of planning, delivery, coordination, evaluation and reporting on the Centre's funded program of work ○ Provide support for all Coordinating Centre functions.
Manage administrative staff as required	<ul style="list-style-type: none"> • Manage the performance and development of the Executive Administration Officer, including supervision and training, performance reviews and professional development.
Manage Prevention Centre finances	<p>In collaboration with the Sax Institute Finance team, the Head, Prevention and the Executive Administration Officer:</p> <ul style="list-style-type: none"> • Manage Centre financials for all Prevention Centre-wide and contracted activities, including monitoring of payments and income, tracking budgets, and providing input to financial reports as required. • Maintain accurate data entry from the Prevention Centre into the Sax Institute contracting and financial management systems. • Liaise with Sax Institute Finance team to manage, implement and improve, as required, processes and systems to support financial management of the Prevention Centre. • Identify anticipated problems from a financial perspective and, after attempting to resolve in consultation with Sax Institute Finance, report issues to the Head, Prevention with advice on possible solutions. • Maintain a thorough knowledge of the financial position of the Prevention Centre and report to various audiences as required.
Manage Prevention Centre contracting and contract management	<p>Support the Head, Prevention, in collaboration with the Sax Institute Director Commercial, by:</p> <ul style="list-style-type: none"> • Overseeing and coordinating the development of contractual agreements and variations as required with funders, investigators and partners

	<ul style="list-style-type: none"> Tracking contract milestones to support timeliness of deliverables and, where appropriate, initiating contract variations. Ensuring compliance with the contractual obligations throughout the lifespan of the agreements.
Undertake ad-hoc projects and other activities as required	<ul style="list-style-type: none"> Perform other work activities relevant to key accountabilities commensurate with the role's classification level.

Selection criteria: Qualifications, Skills, Experience and Personal qualities

To be successful the Operations Manager should demonstrate the following technical and behavioural competencies:

- Demonstrated ability to work in a collaborative policy and research environment with diverse stakeholders from research, policy and practice.
- Substantial experience in tracking and reporting on project and organisational deliverables, including managing data capture systems such as content management systems.
- High level working knowledge of Excel.
- Experience in financial management; including understanding accounting processes and financial systems, tracking project and organisational finances to ensure appropriate expenditure against cost codes, providing financial information for organisational acquittals and decision making.
- Experience in contract management including ensuring contracts meet financial requirements, and milestones are tracked and achieved.
- Excellent project management skills including planning and analysis, accuracy and attention to detail.
- Highly organised with experience in managing multiple work streams and ability to work according to strict deadlines and manage various demands.
- Excellent interpersonal, verbal and written communication skills with sound negotiation skills and a demonstrated level of tact and discretion in dealing with a variety of matters.
- Ability to work both independently and as part of a team, taking initiative and exercising sound judgement in resolving and escalating matters as they arise.
- Familiarity with the health system in Australia.
- Experience in managing staff.