

# Position Description

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| <b>Position title:</b>    | Deputy Director – Research, The Australian Prevention Partnership Centre   |
| <b>Date established:</b>  | July 2018  |
| <b>Reports to:</b>        | Director, the Australian Prevention Partnership Centre   |
| <b>Direct reports:</b>    | Manager, Systems Thinking and Capacity Building<br>Senior Research Fellow (Prevention Tracker,)<br>Research Fellow (Knowledge Translation, <i>vacant</i> )<br>Research Assistant |
| <b>Employment status:</b> | Maximum-term contract – 5 years, part-time to full-time opportunity (0.6 FTE – 1.0 FTE)  |

## 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.

## Program Area – The Australian Prevention Partnership Centre

The Australian Prevention Partnership Centre (the Centre) was established in 2013. Through our partnerships, we aim to better inform policy and program decision making about what works in preventing chronic disease and in more effective implementation of prevention programs. The core group includes more than 30 leading investigators across Australia from 20 universities, government, non-government and private sector agencies with many other investigators and practitioners involved in specific projects.

The aim of the Centre is to be a world leader in prevention science applied to chronic disease. Its objectives are to strengthen the research base for prevention, synthesise and communicate evidence in ways that are more informative to policy and program implementation, and help activate an effective and efficient prevention system in Australia. The Centre will achieve this through a collaborative and integrated model of working with partners in knowledge production, translation and implementation.

Core funding for the Centre comes from a recently refunded 5-year NHMRC partnership centre grant and also includes \$10 million from the Australian Government Department of Health's Medical Research Future Fund for a three-year program of work on Boosting Preventive Health.

The Centre is administered and hosted by the Sax Institute.

### Purpose of position

Together with the Centre Director, the Deputy Director - Research will provide academic leadership of the Centre’s research program and have a key liaison role with partners in the development of the research programs and in the promotion of the Centre’s work in informing policy and program decision making. This includes working with funding agencies in identifying evidence into policy/practice gaps which may lead to the development of new projects and identifying capacity building needs aligned to the Centre’s areas of expertise and interest.

The Deputy Director - Research will have direct responsibility for at least one area of research within the program of the Centre, a coordinating role across research projects, and, lead the Centre’s capacity building activities.

### Key accountabilities

| Key accountabilities  | Performance expectations   |
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| Make a leading contribution to the research program of the Centre.  | Active involvement in direction and conduct of projects and publication of results including leading specific projects and taking leadership in grant writing  |
| Together with the Leadership Executive, Governance Authority and Centre Director, ensure the Centre’s research program aligns with partner needs and interests, is of internationally credible standard, and coordinated such that the individual projects inform each other and form a coherent overall program. | Research program negotiated and designed in a timely manner.   |
| Staff are managed in a manner that optimises their performance and work satisfaction  | Provide line management of the Centre’s Manager, Systems Thinking and Capacity Building, Research Fellow (Knowledge Translation), Senior Research Fellow (Prevention Tracker) and Research Assistant   |
| Provide leadership across the Centre’s workplan to facilitate capacity building activities  | Develop a Capacity Building strategy program to ensure the Centre’s learning and development work is coordinated and planned across the Centre   |
| Raise the profile of the Centre and its work with current and potential stakeholders through meetings, networking and representing the Centre on the international stage  | Capacity to respond to media inquiries as required; maintain close coordination with Funding Partners and hold regular meetings with key stakeholders, particularly non-funding jurisdiction health departments, and other non-government agencies |
| Oversee the development of a Knowledge Mobilisation/Implementation strategy program to actively increase capacity of researchers, policy makers and practitioners to use evidence and systems approaches in the design, implementation, evaluation and communication of prevention                                | Ensure the knowledge mobilisation strategy program is developed and implemented across the workplan of the Centre  |

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| Ensure learnings are shared across projects of the Centre workplan  | Coordinate cross project and capability activities with the Knowledge Translation Fellow to maximise learnings across projects  |
| Standards across the Centre are maintained at a high level and there is confidence in these approaches from key audiences | Together with the Corporate Services Division of the Sax Institute as well as senior Centre staff and Investigators, ensure the Centre is meeting all requirements for the highest ethical, scientific, regulatory and professional standards |
| Lead and implement the Centre’s self-evaluation, including data gathering, analysis, interpretation and feedback          | Active input to the evaluation of the Centre  |

**Qualifications, Skills, Experience and Personal qualities - Selection Criteria**

To be successful the Deputy Director - Research will demonstrate the following competencies:

**Essential**

- Track record in conducting and publishing prevention peer review research
- Demonstrated ability to lead the development and implementation of research projects
- High level experience in working in co-production/partnerships
- High level understanding of public health policy, the prevention system at a system perspective, and the capacity to manage policy-relevant research and evaluation
- Demonstrated sound knowledge and understanding of the national and state health systems and relevant policy developments including population health initiatives and programs
- Demonstrated ability to work in a collaborative research environment with diverse stakeholders
- PhD in public health research
- Experience in program evaluation.

**Desirable**

- Understanding of/and commitment to working in a non-profit organisation.

**Challenges**

- Ensuring the research priorities are in line with funding partners priorities
- Ensuring ethical, scientific, regulatory and professional standards are maintained across the Centre.

**Key stakeholders and relationships**

- All academics working within the Centre
- All government, non-government and university partners of the Centre.

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

- Secretariat, the Centre Governance Authority
- Secretariat, the Centre Leadership Executive
- Member, Senior Management team of the Sax Institute.