

POSITION DESCRIPTION

Position title	Program Portfolio Coordinator, Data and Research Services
Reports to	Head, Data and Research Services
Date established	May 2026
Direct reports	Nil
Employment status	Full-time

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.

Division Information – Data and Research Services

The Data and Research Services (DRS) Division delivers and supports major research infrastructure and services including the SURE secure data access environment, large longitudinal cohort studies such as 45 and Up and 18 and Up, data linkage, and research partnerships. DRS works closely with researchers, data custodians, policy partners and internal teams to ensure high-quality, secure and timely delivery of services.

Purpose of position

The Program Portfolio Coordinator, DRS plays a critical coordination role across the SURE and 45 and Up DRS programs and projects. The position supports business development, operational delivery, planning, reporting, and governance across research infrastructure, cohort studies, and data services. The role contributes to the smooth running of programs by coordinating activities, documentation, stakeholders, schedules, and reporting, enabling senior staff to focus on strategic delivery and growth.

Key accountabilities

Key accountabilities	Performance expectations
Program and project coordination	<ul style="list-style-type: none"> • Develop and maintain the Data and Research Services project plan in collaboration with the Head, Data and Research Services • Lead the coordination of activities across Data and Research Services programs and projects, including tracking milestones, actions, and deliverables • Maintain project documentation, schedules, and registers to support on-time delivery • Support project leads with the preparation of briefs, papers, and presentations • Liaise and collaborate with key internal and external partners and stakeholders in the development and delivery of projects • Build relationships with key internal and external stakeholders to support the work of Data and Research Services • Lead secretariat function for internal forums for SURE and the 45 and Up Study.
Business development	<ul style="list-style-type: none"> • Support the Head Data and Research Services to respond to business development opportunities by building a collection of proposal and exposition documents for each program • Develop and manage contractual agreements and variations with funders and other stakeholders.
45 and Up Study support	<ul style="list-style-type: none"> • Assist the Deputy Director Research Services with communication and engagement with the 45 and Up Study cohort • Support the development and implementation of internal and external projects involving contact with the Study cohort • Assist with 45 and Up Study publications management, including technical review of submitted papers, tracking publication and Study impact and liaison with the Communications team re website content and newsletters.
Measuring impact, reporting and information management	<ul style="list-style-type: none"> • Work collaboratively with the DRS team to track progress against performance measures and support achievement of KPIs agreed as part of the workplan, aligning with external funder requirements and the Institute’s strategy.
Ad-hoc projects	<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

Essential

To be successful the Program Portfolio Coordinator role, the candidate should demonstrate the following technical and behavioural competencies:

- Demonstrated ability to identify, engage and develop productive relationships with a broad range of relevant stakeholders
- Ability to work in a collaborative environment with diverse stakeholders from research, policy and practice
- Experience in managing complex projects in collaboration with a range of government, non-government and research partners and stakeholders
- 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
- Strong governance focus and experience leading Secretariat functions
- Good IT literacy, including demonstrated experience with Microsoft products, including Word, Excel and Dynamics
- Familiarity with health, government and/or research sectors.

Desirable

- Experience in the governance of highly confidential/sensitive data
- Experience in or an understanding of contract and financial management
- Familiarity with health, government and/or research sectors.

Challenges

- Managing competing priorities across multiple programs and stakeholders
- Coordinating inputs from busy technical and research staff
- Maintaining high-quality documentation and reporting within tight timeframes
- Managing competing priorities and/or short timelines.

Key stakeholders and relationships

Internal

- Head, Data and Research Services
- DRS program and project leads
- Finance, HR, Commercial, IT and Communication teams
- Sax Institute leadership and staff.

External

- Research partners and collaborators
- Data custodian partners and service providers
- Government and non-government funding bodies and partners.