

Position description

Position title	Project Analyst
Reports to	Deputy Director – Evaluation
Date established	2 July 2026
Direct reports	NA
Employment status <i>(Full-time, part-time, contract length, FTE)</i>	Full time, 18 month contract

Background

The Sax Institute is a trusted national leader in the use of evidence. We bring together the broadest range of evidence, tools and methods, data, and trusted partnerships across governments, communities, services and academia. We connect evidence, data and decision-makers to generate independent intelligence, support better decisions and create real-world impact for a healthier future for every generation.

Division – Evidence & Impact

The Evidence & Impact Division is Australia’s go-to Systems Intelligence partner. We work on a range of health and wellbeing issues, with a focus on mental health and suicide prevention, family, domestic and sexual violence, and patient flow and workforce planning. The division’s emphasis on systems science integrates its capabilities across the full decision lifecycle — from evidence synthesis and benchmarking, to dynamic simulation modelling and decision labs, to monitoring frameworks and implementation science, to complex impact and economic evaluation, and scaling. Staff work as a single division in a matrix model, contributing across all service areas depending on project needs and their expertise.

Purpose of position

The Evidence and Impact Division at the Sax Institute is seeking a Project Analyst (18 months position) to support the delivery of complex, multi-stakeholder projects. The focus of the role is to support dynamic simulation modelling, evidence synthesis, and evaluation.

Two major projects the role will support are:

1. A Dynamic Simulation Model to support better investment decisions in mental health and suicide prevention based on the social determinants across Australia.
2. A Complex system evaluation of a national pilot program to support survivors of family, domestic and sexual violence in primary health care settings.

The position will also provide flexible support across the broader portfolio of projects within the Division.

The role operates in a cross-functional environment, working collaboratively with methods specialists, policymakers, and external stakeholders to support the delivery of high-quality evidence outputs that inform decision-making.

Key accountabilities

Key accountabilities	Performance expectations
Research and analytical support	• Assist with qualitative and quantitative data collection, analysis, and synthesis tasks across projects in the Evidence and Impact Division portfolio. • Support evidence reviews and literature searches, summarising findings in accessible formats for internal and external audiences. • Contribute to the preparation of technical and non-technical reports, briefing papers, presentations, and other project deliverables. • Assist with the design and administration of surveys, interview guides, and other primary research instruments. • Support the facilitation and documentation of stakeholder workshops, group model building sessions, and participatory research activities. • Support quality assurance processes across projects, including coordinating independent internal review of deliverables before submission to clients or project leads.
Project coordination and administration	• Coordinate day-to-day project activities across multiple concurrent projects within the Evidence and Impact Division, tracking deliverables, timelines, and milestones. • Prepare and maintain project plans, risk registers, status reports, meeting agendas and minutes. • Organise and administer workshops, stakeholder consultations, and other project-related events – including arranging travel, accommodation, venue hire, catering, and participant logistics for external stakeholders and lived experience participants. • Coordinate reimbursement processes for workshop/interview participants in accordance with project budgets and relevant policies. • Support procurement and contract administration activities, including liaising with finance and legal teams as required. • Maintain accurate project records, files, and documentation systems in line with Sax Institute governance standards. • Follow and promote adherence to Sax Institute business processes and policies, including those relating to procurement, contracting, ethics, project management, and financial management.
Ethics, governance, and compliance	• Assist with the preparation and submission of human research ethics applications and amendments, including participant information statements, consent forms, and associated documentation. • Support ongoing compliance with ethics approvals across projects, including maintaining participant records, tracking consent, and monitoring protocol adherence. • Assist with data governance and privacy compliance tasks, ensuring project activities are conducted in accordance with relevant legislation and Sax Institute policies.

Stakeholder engagement and communication	• Act as a liaison point for project stakeholders, managing correspondence and coordinating responses in a timely and professional manner. • Support the preparation of communications materials, including newsletters, project updates, and presentations tailored to different audiences. • Build and maintain positive working relationships with internal and external stakeholders, including government agencies, academic partners, lived experience representatives, and community organisations. • Assist with the coordination of lived experience engagement activities, working sensitively and in accordance with relevant engagement guidelines and policies.
Cross-functional team contribution	• Contribute actively to different services in the division, providing flexible support across the Evidence and Impact Division as project needs evolve. • Participate actively in team meetings, planning sessions, knowledge-sharing activities, and divisional initiatives, and maintain consistent availability during agreed working hours. • Support continuous improvement of project management systems, tools, and processes within the division. • Take proactive ownership of personal technical and professional development — identifying learning needs, seeking feedback, and building skills across the division's service areas and methods. • Role models curiosity, accountability, and care for colleagues and clients.

Selection criteria: Qualifications, Skills, Experience and Personal qualities

Essential

To be successful, the Project Analyst should demonstrate the following technical and behavioural competencies:

- **Tertiary qualification:** A degree in public health, social sciences, health sciences, economics, psychology, or a related field. Equivalent experience will be considered.
- **Research and analytical skills:** Demonstrated ability to support qualitative and quantitative research activities, including data collection, statistical analysis, thematic analysis, and synthesis. This includes the design and conduct of surveys, interviews, and administrative data analysis.
- **Report writing and communication:** Strong written communication skills, with the ability to synthesise information and produce clear, well-structured documents and presentations for varied audiences. Experience contributing to reports, briefing papers, presentations, infographics, or similar outputs.
- **Project and administrative coordination:** Demonstrated experience in a project coordination or an administrative role, including managing multiple tasks, maintaining accurate records, and supporting project governance processes.
- **Workshop and event logistics:** Experience organising meetings, workshops, or events, including participant communications.
- **Stakeholder engagement:** Ability to communicate professionally and effectively with a range of stakeholders, including government agencies, researchers, and community representatives.
- **Attention to detail and organisation:** Strong organisational skills with the ability to manage competing priorities, meet deadlines, and maintain high standards of accuracy and quality.
- **Interpersonal skills:** Collaborative, flexible, and able to work effectively in a cross-functional team environment across multiple projects simultaneously.

Desirable

- **Human research ethics:** Familiarity with human research ethics frameworks, including experience preparing or supporting ethics applications under the National Statement on Ethical Conduct in Human Research.
- **Health or social policy context:** Knowledge of or experience working within health, social policy, or government settings, particularly in areas relating to mental health, prevention, or community wellbeing.
- **Literature searching and evidence review:** Succinct and rapid synthesis of the academic literature, including the ability to judge the quality of evidence and understand contextual factors relevant to applying evidence to specific policy settings.
- **Quantitative or modelling support:** Familiarity with quantitative data tools (e.g. Excel, statistical software) or exposure to simulation modelling, systems thinking, or data visualisation.
- **Lived experience engagement:** Understanding of best-practice approaches to engaging lived experience participants in research or policy processes.
- **Experience in research organisations or government:** Prior experience in a research institute, think tank, government agency, or not-for-profit organisation.

Challenges

- Juggling concurrent, methodologically diverse projects — supporting modelling, evidence synthesis, and evaluation work at once, often with different tools and ways of working.
- Coordinating sensitive stakeholder engagement — particularly logistics for lived experience participants — with the care and discretion these engagements require.
- Liaising across stakeholders without decision-making authority, knowing when to resolve issues directly and when to escalate to the Manager or project leads.
- Sustaining accuracy across a high administrative load — plans, risk registers, ethics documentation, and status reports spanning multiple projects.

Key stakeholders and relationships

- Manager (reporting line)
- Colleagues across the division
- Clients and partner organisations relevant to assigned projects
- Contracted researchers and externally engaged subject matter experts
- Sax Institute cross-divisional colleagues (e.g., Communications, Business Transformation, Data and Research Services)