

Position Description

Position title:	Research officer
Date established:	July 2021
Reports to:	Manager, Knowledge Exchange
Direct reports:	Nil
Employment status:	Maximum-term contract until 30 June 2022, part-time (0.6 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 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 / Program Area – Evidence for Action Division/Knowledge Exchange

The Evidence for Action Division leads work on embedding the use of evidence in decision making. We develop and use tools and services to assist decision makers to use evidence in their work, and to support researchers to conduct policy relevant research. The Knowledge Exchange program is at the forefront of the emerging knowledge exchange field which aims to embed the use of research in health and wellbeing policy and practice. We assist decision makers to access and use evidence from research; and we provide ways for researchers and decision makers to work together to address policy and practice questions. We have several well-developed services and resources which support the use of research in decision making and are developing and testing further approaches.

Purpose of position

The Research Officer will report to the Manager, Knowledge Exchange. S/he will work closely with the Institute's clients (government agencies, health services, not for profit organisations) and with researchers in relation to the development and delivery of services that support the use of research in decision making. The Research Officer liaises closely with the commissioning agency and the research team undertaking the work and is key to the successful delivery of research products.

Key accountabilities

Key accountabilities	Performance expectations
Deliver rapid reviews – Evidence Checks and Evidence Snapshots	<ul style="list-style-type: none"> Deliver up to 15 evidence review projects per year, including liaison with clients and review teams and project management of reviews
Contribute to rapid reviews	<ul style="list-style-type: none"> Independently conduct literature searches, screening and data search for up to 15 rapid reviews per year
Manage both large and smaller programs of work for policy and program clients	<ul style="list-style-type: none"> Apply high level project management skills to manage each project
Work with other members of the Knowledge Exchange, staff from across the Sax and external researchers to effectively design and deliver services	<ul style="list-style-type: none"> Engage with staff from across the Sax to consider and deliver knowledge exchange services Initiate and sustain relationships with external researchers to deliver knowledge exchange services
Develop and sustain effective working relationships with a broad range of agencies that are users or potential users of Knowledge Exchange services.	<ul style="list-style-type: none"> Show initiative and professional behaviour in building relationships with staff from agencies, in line with the Sax Institute's strategic plan
Contribute to other Knowledge Exchange services as required	<ul style="list-style-type: none"> The Knowledge Exchange team conducts policy dialogues, training and other ways of supporting the use of evidence in decision making. The Research Officer may contribute to the delivery of these, depending on capabilities and time.

Qualifications, Skills, Experience and Personal Qualities - Selection Criteria

Essential

To be successful the Research officer should demonstrate the following technical and behavioural competencies:

- Tertiary qualifications and/or relevant work experience
- Experience in or strong understanding of the conduct of research as it relates to policy and program development in health, health-related, or human services fields
- Knowledge and understanding of government processes, environments and policy making
- Experience in conducting literature reviews
- Strong project management skills
- Demonstrated confidence and ability to work effectively with senior members of organisations including academics, clinicians and government officials
- Excellent written and verbal communication skills
- Proven ability to work in fast-paced environment and manage multiple tasks to tight deadlines

Challenges

- Responding to tight deadlines and juggling multiple demands
- Negotiating deliverables with a range of stakeholders

Key stakeholders and relationships

- Knowledge Exchange team
- Government departments and agencies, NGOs
- Researchers