

Position Description

Position title:	Senior Project Officer
Date established:	May 2023
Reports to:	Deputy Director, Evidence Connect
Direct reports:	Nil
Employment status (full-time / part-time, length of the contract, FTE):	Maximum-term contract up to three years, full-time (part-time 0.8 FTE considered)

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.

Program Area / Division – Evidence Connect, Evidence for Action Division

The Evidence for Action Division leads work on embedding the use of evidence in decision making. It develops and uses tools and services to assist decision makers to use evidence in their work, and to support researchers to conduct policy relevant research.

The Evidence Connect team facilitates the delivery of fast and accurate summaries of the latest health evidence to inform policies and programs. The team also works to provide forums that allow decision makers, researchers, clinicians and content experts to connect in a purposeful way to address policy and practice questions. Evidence Connect has several well-developed services and resources which support the use of research in decision making and we are developing and testing further approaches.

The main activities at present within Evidence Connect are:

- Rapid evidence reviews
- Training courses to build capacity in research and evaluation
- Supporting connections between researchers and decision makers

Purpose of position

The Senior Project Officer will report to the Deputy Director, Evidence Connect and will coordinate and deliver Evidence Connect services, including rapid evidence reviews and training courses.

The Senior Project Officer will be an integral part of the Evidence Connect team. S/he will work closely with other parts of the Sax Institute, including Corporate Services and the Communications and Engagement Division. The Senior Project Officer will liaise with the Institute's clients (government departments, health and related agencies, private and not for profit organisations) and with the researchers that we work with.

Key accountabilities

Key accountabilities	Performance expectations
Deliver Evidence Connect projects	<ul style="list-style-type: none"> • Lead coordination and delivery of Evidence Connect projects • Manage contracts and invoicing, including liaison with Corporate Services • Assist with management of allocation of services through the funding agreement with the Ministry of Health (reviews and training), together with the Deputy Director, Evidence Connect • Assist with Evidence Connect program and budget reporting, together with the Deputy Director, Evidence Connect • Support coordination, facilitation and reporting of meetings and workshops as required • Conduct various administrative tasks as required
Develop and sustain effective working relationships with a broad range of stakeholders	<ul style="list-style-type: none"> • Show initiative and professional behaviour in building professional relationships with staff from commissioning agencies that are users or potential users of Evidence Connect services, in line with the Sax Institute’s strategic plan • Develop and sustain effective working relationships with research teams that produce Evidence Connect rapid reviews, and with Evidence Connect training course facilitators and presenters
Coordinate publication and promotion of Evidence Connect reports	<ul style="list-style-type: none"> • Liaise with commissioning agency, researchers, external editors and formatters and Sax Communications staff to publish our reports on our website and promote as required
Coordinate training program	<ul style="list-style-type: none"> • Coordinate Evidence Connect training courses • Develop and maintain training calendar together with Deputy Director, Evidence Connect • Liaise with Communications team regarding training course promotion and event management • Ensure all steps (e.g. presenter engaged, venue booked, communication with participants) for each course are carried out on time

Qualifications, Skills, Experience and Personal Qualities - Selection Criteria

Essential

To be successful the Senior Project Officer should demonstrate the following technical and behavioural competencies:

- Excellent interpersonal skills, verbal and written communication skills.

- Tertiary qualifications in the fields of public health, health policy, health services, social science or a related area, or equivalent work experience.
- Experience in 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 decision making.
- Demonstrated confidence and ability to work effectively with a diverse range of people including senior academics, clinicians, and staff in government and non-government organisations.
- High-level skills and experience in project co-ordination and management, with demonstrated ability to manage multiple projects simultaneously and to ensure projects are delivered on time and within scope.
- Demonstrated high-level problem-solving skills.
- Excellent computer skills, including Microsoft 365 office suite, databases, office management systems.
- Familiarity with Endnote referencing system.

Challenges

- This position is required to manage a number of projects at different stages simultaneously.
- Liaison with internal and external stakeholders is essential to ensure that this role is effective.

Key stakeholders and relationships

- Evidence Connect team
- Communications team
- Corporate services team

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

- Regular liaison with Evidence Connect team, Communications and Corporate Services teams
- Relevant project meetings

APPROVALS (Please sign and print name)				
Employee	Full name	Signature	DATE:	___/___/___
Manager	Eileen Goldberg Full name	Signature	DATE:	___/___/___
Division Head	Sian Rudge		DATE:	___/___/___

	Full name	Signature		
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