

## POSITION DESCRIPTION

<b>Position title:</b>	Evidence Mobilisation – Senior Research and Project Officer
<b>Date established:</b>	April 2024
<b>Reports to:</b>	Deputy Director, Evidence Connect
<b>Direct reports:</b>	Nil
<b>Employment status:</b>	Maximum-term contract, 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 20 years' experience in translating research findings into policy drawing on our own expertise as well as that of our 60 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 – Evidence Mobilisation

The Evidence Mobilisation program assists decision-makers to access and use evidence from research; and supports 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. The main activities at present within Evidence Mobilisation are:

- Rapid evidence reviews
- Training courses to build capacity in research and evaluation
- Supporting connections between researchers and decision-makers, including through facilitation of participatory meetings, workshops and solutions-focussed labs.

We work in partnership with government departments, policy agencies, program planners, academic experts, non-government organisations, and community representatives across health and social sectors. To achieve this goal, the Evidence Mobilisation program will also collaborate with other parts of the Institute, including the evaluation and evidence support program.

### Purpose of position

Reporting to the Deputy Director – Evidence Mobilisation, the role of Senior Research and Project Officer – Evidence Mobilisation, will be responsible for coordinating and delivering Evidence Mobilisation services.

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

## Key accountabilities

Key accountabilities	Performance expectations
Deliver Evidence Mobilisation projects	<ul style="list-style-type: none"> <li>• Lead coordination and delivery of Evidence Mobilisation projects on time and within scope.</li> <li>• Manage contracts and invoicing, including liaison with Corporate Services</li> <li>• Assist with Evidence Mobilisation program and budget reporting, together with the Deputy Director, Evidence Mobilisation</li> <li>• Support coordination, facilitation and reporting of meetings and workshops as required.</li> <li>• Conduct various administrative tasks as required.</li> </ul>
Contribute to the design, conduct and preparation of rapid evidence reviews produced by the Evidence Mobilisation team as required from time to time	<ul style="list-style-type: none"> <li>• Design and conduct literature searches, screen papers, undertake a quality appraisal of papers, extract data into tables, synthesise and analyse findings, and write up rapid evidence review reports as required, together with other members of the Evidence Mobilisation team and/or external researchers.</li> </ul>
Develop and sustain effective working relationships with a broad range of stakeholders	<ul style="list-style-type: none"> <li>• Show initiative and professional behaviour in building professional relationships with staff from commissioning agencies that are users or potential users of Evidence Mobilisation services, in line with the Sax Institute's strategic plan</li> <li>• Develop and sustain effective working relationships with research teams that produce Evidence Mobilisation rapid reviews, and with Evidence Mobilisation training course facilitators and presenters</li> </ul>
Coordinate publication of Evidence Mobilisation reports	<ul style="list-style-type: none"> <li>• Liaise with commissioning agency, researchers, external editors and formatters, and Sax Communications staff to publish our reports on our website and promote as required</li> </ul>
Contribute to the coordination and development of the training program	<ul style="list-style-type: none"> <li>• Coordinate Evidence Mobilisation training courses</li> <li>• Liaise with the Communications team regarding training course promotion and event management</li> <li>• Ensure all steps (e.g. presenter engaged, venue booked, communication with participants) for each course are carried out on time</li> <li>• Coordinate and facilitate the development of training courses as required</li> </ul>
Contribute to the development and testing of new approaches to knowledge mobilisation	<ul style="list-style-type: none"> <li>• Contribute to the development and conduct of policy dialogues, participatory workshops, policy and research impact labs, and other methods of supporting the use of evidence in decision-making, with the Deputy Director, Evidence Mobilisation as required</li> </ul>

## **Qualifications, Skills, Experience and Personal qualities (Selection Criteria)**

### **Essential**

To be successful the Senior Research and 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 coordination 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, and bibliographic databases.
- Familiarity with Endnote and Covidence reference management software.

### **Desirable**

- Experience in evidence mobilisation in the context of health, such as implementation science, dissemination, or quality improvement.
- Applied understanding of scientific methods and study designs relevant to health research and health services evaluation.
- Experience with rapid evidence synthesis.

### **Challenges**

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

### **Key stakeholders and relationships**

- Evidence Mobilisation team
- Communications and Engagement team
- Corporate Services team

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

- Regular liaison with Evidence Mobilisation team; Communications and Corporate services teams
- Relevant project meetings