
Position Description

Position Title:	Coordinator, Science and Partnerships
Position Classification:	Level 9
Position Number:	319171
Faculty/Office:	Research Infrastructure Centre
School/Division:	Population Health Research Network (PHRN)
Supervisor Title:	Manager (Policy and Client Services)
Supervisor Position Number:	314451

Your work area

The Population Health Research Network (PHRN) is an internationally significant research infrastructure program that is developing and operating Australia's first national data linkage network. The University of Western Australia is the lead agent for PHRN.

Established with the backing of the Australian Government as part of the National Collaborative Research Infrastructure Strategy and supported by Australian governments and tertiary institutions, the PHRN has built a network that enables existing health data from around the nation to be brought together and made available for vital health and health related research purposes.

This research allows health care planners, providers and policy makers to respond more effectively to the changing needs of the Australian population.

Reporting Structure

Reports to: Manager, Policy and Client Services

Your role

As the appointee you will, under the broad direction of the Manager, Policy and Client Services, play a significant role in the development and implementation of PHRN strategic projects and activities designed to improve Australia's national collaborative and innovative data linkage infrastructure. You will also write submissions, reports, academic papers and other publications to promote the work of the PHRN nationally and internationally. Most of the activities of your role will be external to the University.

Your key responsibilities

Develop and Implement key strategic projects and activities including the provision of executive support for project control groups and other committees

Establish and build strong relationships with PHRN partners, industry collaborations and participants

Develop and influence PHRN strategic planning activities

Provide submissions, reports, academic papers and other publications to promote the work of the PHRN nationally and internationally

Support the Manager, Policy and Client Services in the operations of the PHRN as required

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Excellent written and verbal communication skills including experience in scientific and report writing

Demonstrated ability to build and develop relationships with external stakeholders including the government, university and private sectors

Excellent organisational and time management skills with demonstrated ability to work independently to set priorities and meet deadlines

Knowledge and understanding of linked data infrastructure and/or health and human services research in Australia

Experience in workshop and consultation facilitation is desirable

Experience with the preparation and presentation of reports to Boards or Committees is desirable

Special Requirements

Undertake interstate travel as required

Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>