

Position description



Research and Policy Coordinator

Position data

Position no.	E11243	Review Date	November 2018
Work level	AHPRA Level 6	Directorate/business unit	Strategy and Research Branch, Strategy and Policy Directorate
Reports to (role)	Manager, Research and Evaluation	Operating budget	Strategy and Research
Number of direct reports	0	Location	Australian Health Practitioner Regulation Agency National Office Level 7, 111 Bourke Street, Melbourne
Positions reporting to this role	0	Status	Part time (0.8FTE), Ongoing
Number of indirect reports	0	Close Date	Please refer to job advertisement

Organisational environment

The Australian Health Practitioner Regulation Agency (AHPRA) is the national organisation responsible for implementing the National Registration and Accreditation Scheme (the National Scheme) across Australia. AHPRA works in partnership with the National Boards to ensure the community has access to a safe health workforce across the 15 health professions currently registered under the National Scheme. Together, we protect the public by regulating health professionals who practise in Australia. Public safety is always our number one priority. Every decision we make is guided by the Health Practitioner Regulation National Law (the National Law), as in force in each state and territory, which came into effect on 1 July 2010.

The AHPRA Research Unit, which sits within the Strategy and Policy Directorate, reflects AHPRA's investment in high value research and evaluation activities. The RU conducts research and evaluation projects that contribute to regulatory policy and decision-making, including evidence reviews, environmental scanning and a focus on activities that build organisational capacity to use and translate research into regulatory practice.

Position purpose

The Research and Evaluation Coordinator will play a key role in coordinating the delivery of high value research and evaluation projects that support policy and decision making in the regulation of Australian health professionals registered under the National Scheme. Working within the AHPRA Research Unit (RU), the successful applicant will demonstrate strong organisational skills. With the support by the Manager, Research and Evaluation, they will be responsible for leading and providing oversight for the coordination and timely delivery of research and evaluation projects for a small technical team. The role involves fostering positive relationships with a range of stakeholders including technical and policy staff, business analysts and researchers to develop and implement procedures and processes to allow for efficient workflows. The role provides a secretariat function to the AHPRA Research Evaluation Committee (REC), including the development of high quality meeting papers, contributing to the development of submissions, developing meeting records and following up on outcomes.

Key result areas

Accountabilities	Key Activities
<p style="text-align: center;">Service Excellence</p>	<ul style="list-style-type: none"> ▪ Assist the Manager, Research and Evaluation, to oversee the delivery of the RU work program, with specific responsibility for: <ul style="list-style-type: none"> ○ Taking a lead role in the development and coordination of the RU workplan, ○ Facilitating alignment of projects with the NRAS Research Framework and relevant strategic objectives; and ○ Assisting lead researchers and other relevant staff to ensure the delivery of all projects to the required timeframes and quality standards. ▪ Undertake and take responsibility for specific aspects of the organisational research and evaluation program, such as the management of external research requests in close collaboration with other business areas, including: <ul style="list-style-type: none"> ○ the development and review of data governance procedures including the development of Deeds of Agreement and Privacy Impact Assessments; and ○ the ongoing review and improvement of processes and policies relating to the provision of data to external researchers ▪ Provide business support by: <ul style="list-style-type: none"> ○ Managing the business and work unit planning, procurement and contract management. ○ Reviewing and improvement of systems and processes, manage implementation of changes. ○ Managing the resource and accommodation requirements for the team. ○ Coordinating events such as conferences and seminars ▪ Support the development of research and evaluation project design, including sampling, questionnaire development, quality assurance, and the production of analytical outputs as required.
<p style="text-align: center;">Administrative Support and Secretariat</p>	<ul style="list-style-type: none"> ▪ With support from the Manager, Research and Evaluation, take a lead in: <ul style="list-style-type: none"> ○ the preparation and development of high quality and complex, reports and briefing papers for submission to relevant National Scheme decision-making bodies, including National Boards, the Agency Management Committee and the AHPRA National Executive. ○ the preparation of concise and accurate correspondence for internal and external stakeholders, ○ the development of efficient and effective relationships with relevant stakeholders across the National Scheme ○ the promotion and maintainance of a strong workplace culture and the development of a high performing research and evaluation team ▪ Provide secretariat support to relevant groups where required by the Manager Research and Evaluation, including: <ul style="list-style-type: none"> ○ Preparing agendas and papers, recording decisions and actions (D&As) and assuring they are actioned in a timely manner, managing meeting logistics, liaising and communicating with members on specific issues, drafting other correspondence as required; and ○ Undertaking follow up tasks arising from meetings, including researching relevant information and liaising with relevant stakeholders.

<p>Project Management and Coordination</p>	<ul style="list-style-type: none"> ▪ Develop and implement structured project plans to ensure that policies and research outputs are developed within agreed timeframes ▪ Co-ordinate internal or external resources which have been allocated to research and policy development projects ▪ Facilitate efficient project meetings to ensure all project stakeholders and staff are informed of relevant developments ▪ Take into account possible changing circumstances and develop appropriate contingency plans ▪ Work in a systematic, timely and efficient manner towards set goals ▪ Consistently deliver high quality outcomes within the required timeframes
<p>Our way of working</p>	<p>Incorporate the AHPRA Way of Working into daily work practices.</p> <p>Comply with the AHPRA Code of Conduct and all other AHPRA policies and procedures.</p> <p>Adhere to and apply the information contained in any AHPRA mandatory or job related training.</p>
<p>Workplace Health & Safety Management</p>	<p>Adhere to AHPRA's workplace health and safety policies and procedures.</p> <p>Take reasonable care for own and others health and safety.</p> <p>Identify and report any health and safety problem, hazard/risk or defect which may give rise to danger.</p> <p>Report any health and safety incident immediately and implement measures to rectify cause.</p> <p>Complete all mandatory or additional workplace health and safety training as required by AHPRA.</p> <p>Follow any reasonable instruction by management in relation to workplace health and safety.</p>
<p>Customer Service</p>	<p>Deliver a professional, proactive, accurate, efficient, and confidential and customer focused service to a wide range of internal and external stakeholders.</p>
<p>Self Development</p>	<p>Participate in periodic performance appraisals.</p> <p>Complete agreed activities in performance improvement plans or development plans.</p>

Key requirements

Key stakeholders	Qualifications / experience	Personal attributes
<p>The Research and Evaluation Coordinator will support the Manager, Research and Evaluation, in</p>	<p>Required</p> <p>Strongly developed verbal and written communication skills, including demonstrated</p>	<p>Can-do attitude: is committed to the task at hand, has the ability to solve problems creatively, is driven and dedicated, does not give up easily when faced</p>

their engagement with a range of internal and external stakeholders, including:

Internal

- National boards
- Executive Officers
- Relevant internal business units including the Reporting Team and the Multiprofession Policy Team
- Research Evaluation Committee
- National Executive Committee
- Agency Management Committee and relevant sub-committees

External

- Research partners
- Jurisdictional health departments
- State, territory, national and international health research entities
- Co-regulatory partners

experience in writing and editing policy documents, reports, briefs and papers on complex matters using clear and concise language.

Demonstrated experience in developing or adhering to data governance procedures including knowledge of relevant privacy policies, preferably in a health context.

Demonstrated organisational skills, including the ability to exercise judgment and resolve issues independently, prioritise and manage multiple tasks and deadlines and deliver quality accurate work, in a dynamic organisation.

Well-developed analytical skills, with experience in either quantitative or qualitative data analysis and an understanding of interpreting and translating data.

Desirable

Experience in any of these areas would be desirable, but is not necessary:

- working in health, regulation or other government sectors, or highly regulated sectors
- a relevant graduate or post graduate qualification in public health, policy or a related analytic discipline

with challenges, shows commitment to customer service excellence.

Collaboration: is organisationally and culturally aware, with an ability to build and maintain constructive and respectful relationships with stakeholders, including the ability to work collaboratively within a team.

Flexibility: is adaptable and receptive to new ideas and ways of working; cooperates well with others in the pursuit of team goals, responds and adjusts easily to changing work demands and circumstances

Leadership: builds team commitment by demonstrating personal conviction; supports the translation of organisational strategy into meaningful short and long-term plans and objectives for own area of responsibility; shows high levels of accountability and motivates others to deliver against goals.

Integrity: shows high levels of professionalism and probity, preparedness to engage responsibly with risk, sound judgement, courage, resilience and a high level of self-awareness. Understanding of, and commitment to, the principles of privacy, confidentiality and management of protected information.