DEPARTMENT OF HEALTH

Statement of Duties

|  |  |
| --- | --- |
| **Position Title:** | Research Governance Coordinator |
| **Position Number:** | 524141 |
| **Classification:** | General Stream Band 7 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Clinical Quality, Regulation and Accreditation  Clinical Governance |
| **Position Type:** | Fixed-Term, Full Time/Part Time |
| **Location:** | South |
| **Reports to:** | Deputy Chief Medical Officer |
| **Effective Date:** | August 2022 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Desirable Requirements:** | Extensive experience in a health and medical research governance and contemporary knowledge of and awareness of state and national issues, trends and reforms in health and medical research, including research governance initiatives  Relevant tertiary qualifications in health sciences or law |

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

### Primary Purpose:

The Clinical Quality Regulation and Accreditation (CQRA) unit provides reporting, policy and strategic advice to Health Executive and the Secretary, operating with a system-wide safety and quality focus. This includes supporting the health system's function through specific advice on clinical and research governance to support a health system driven by safety, quality and continuous improvement.

This position is responsible for providing high level, authoritative, specialised advice and support in relation to health and medical research in Tasmania.

### Duties:

1. Provide strategic advice on planning and policy matters and planning initiatives pertaining to national and state health and medical research governance initiatives, programs and services.
2. Lead the planning, development and implementation of state and national health and medical research policies, initiatives, and programs, including research governance, within the remit of the Office of the Chief Medical Officer Division.
3. Maintain expert knowledge and awareness of issues, trends and legislative changes in health and medical research, including research governance initiatives.
4. Prepare briefings, reports, ministerial correspondence related to health and medical research, as required.
5. Actively develops and maintains key stakeholder relationships in government and nongovernment organisations (state/national) to inform and facilitate the planning, developing, and implementing of health and medical research governance initiatives and programs.
6. Provide expert advice relating to state and national policy, initiatives and reforms and lead the integration of changes across the Department of Health for health and medical research.
7. Analyse, evaluate, and report on progress, risks and outcomes of health and medical research governance programs.
8. Develop and maintain effective relationships with a range of key stakeholders to support the implementation of clinical governance reform activity for health and medical research.
9. Represent the Department of Health at various state and national forums, committees and working groups.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

### Key Accountabilities and Responsibilities:

The Research Governance Coordinator works with considerable autonomy under the broad direction of the Deputy Chief Medical Officer. The Research Governance Coordinator has primary responsibility for:

* Providing high level authoritative, specialist advice, expertise and direction to research governance issues and reform processes.
* Maintaining the highest standards of quality, accuracy and timeliness of advice and ensuring the effective and efficient use of resources.
* Representing the Department of Health with the authority to conduct and commit to a negotiated outcome with a range of internal and external stakeholders in relation to project activities.
* Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
* Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
* Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

### Pre-employment Conditions:

*It is the Employee’s responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre‑employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Demonstrated experience in health and medical research governance, including managing ethical and governance requirements in accordance with national and international research principles and practices.
2. Effective high level project management skills, including a demonstrated ability to determine methods and priorities together with the capacity to apply independent decision making to define, develop and recommend options.
3. Highly developed conceptual, analytical and problem-solving skills in a complex environment with the ability to manage information and to provide expert advice, policies, strategies and innovative solutions relating to research governance and risk.
4. Achievements in cultivating productive working relationships and partnerships with both internal and external stakeholders, including commitment to involve and consult with key stakeholders in clinical governance reform activities and be solution focussed.
5. Demonstrated high level interpersonal and communication skills, both written and verbal, including with the capacity to produce high quality documents in a variety of communication formats for a range of target audiences.
6. Proven ability to work as part of a team and be adaptable and flexible in order to achieve results in an environment of change, ambiguity and pressure.

### Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000.* The Department supports the [Consumer and Community Engagement Principles](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).