

<b>Directorate</b>	Canberra Health Services
<b>Division</b>	Office of Research and Education
<b>Business Unit</b>	
<b>Position Number</b>	[to be added]
<b>Position Title</b>	Senior Director, Research Strategy and Capability
<b>Classification</b>	SOG A
<b>Location</b>	Canberra
<b>Last Reviewed</b>	31/10/2022



Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the [CHS website](#).

Our **Vision**: creating exceptional health care together

Our **Role**: to be a health service that is trusted by our community

Our **Values**: Reliable, Progressive, Respectful and Kind

## POSITION OVERVIEW

Canberra Health Services has a strong commitment to research, education and teaching as advances in medical, nursing, allied health and other research contribute directly to improved patient outcomes. The Office of Research and Education (ORE) provides governance and oversight of research, education and teaching within CHS.

Reporting to the Executive Director of Research and Academic Partnerships, the Senior Director, Research Strategy and Capability is a new role requiring a high degree of initiative and strategic thinking to implement the [CHS Research Strategy 2021-2025 and increase organisational research capability](#). The Senior Director will lead, oversee and deliver strategic organisational-wide initiatives related to research, with the overall aim of growing and embedding research and translation of research into practice organisation-wide. The Senior Director, Research Strategy and Capability will provide high-level strategic advice and support to the Executive Director Research and Academic Partnerships, including developing, leading and managing a small team.

You will undertake in depth analysis of the CHS research environment as well as external Centres of Excellence, develop and consult on key recommendations as required. In partnership with a range of internal and external stakeholders, under direction from the

Executive Director of Research and Partnerships, you will play a key role in ensuring strategy outcomes are achieved.

## **DUTIES**

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Under limited direction of the Executive Director, Research and Academic Partnerships you will

1. Build the research strategy implementation and research capability function of the Office of Research and Education, including strategy development and implementation, business case development and managing a small team.
2. Lead, organise and deliver strategic organisational-wide projects, related to the research strategy, with the overall aim of building an inclusive research culture and environment at CHS.
3. Lead the project management and full implementation of the CHS Research Strategy ensuring project milestones and deliverables are met. Drive project engagement through the provision of practical, hands-on support to action owners, including: drafting of deliverables, planning forums and information sessions, conducting analyses and producing high quality documentation.
4. Ensure the evaluation of the research strategy against agreed KPIs.
5. Establish, build and sustain collaborative stakeholder engagement, including the ability to communicate with influence, negotiate effectively and lead group activities.
6. Engage with senior leaders to support a positive research culture and drive research outcomes for the organisation.
7. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

## **ABOUT YOU**

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CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

### **Behavioural Capabilities**

1. Well-developed collaboration, leadership and management experience, including ability to collaborate with others to achieve results.
2. High level interpersonal skills in order to influence, lead change and build a high-performing team.
3. Effective communication skills and the ability to develop and maintain networks across CHS and our academic and community partners.

### **Position Requirements / Qualifications**

#### Mandatory

- Relevant postgraduate qualification.
- Previous experience in managing projects in a health and/or research setting.

- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

#### Desirable

- Experience managing research related projects/initiatives and/or understanding of clinical research environment and how this supports the Learning Health System.

#### **Please note prior to commencement successful candidates will be required to:**

- Undergo a pre-employment National Police Check.

### **WHAT YOU REQUIRE**

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These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience.

1. Demonstrated relevant experience in a similar role managing health and/or research related initiatives and projects, including governance, stakeholder consultation and successful program delivery.
2. Proven ability to build productive working relationships with a range of internal and external stakeholders - including executive staff, researchers, senior academics, government, community and consumer representatives - to facilitate organisational change and get the best outcome.
3. Excellent communication, negotiation and interpersonal skills, both written and oral, including track record of producing high quality documents (e.g. plans, frameworks, policy documents, business cases, briefs, project, evaluation and implementation plans).
4. Demonstrated ability to build, lead and manage a high-performing, collaborative team and work under limited supervision.
5. Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never

PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Occasionally
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Never
Unpredictable People e.g. Dementia, mental illness, head injuries	Never
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Never
Slippery or uneven surfaces	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 9kg	Occasionally
Lifting 10 – 15kg	Never
Lifting 16kg+	Never
Climbing	Never
Running	Never
Reaching	Occasionally
Kneeling	Never
Foot and leg movement	Occasionally
Hand, arm and grasping movements	Occasionally
Bending/squatting	Occasionally
Bend/Lean Forward from Waist/Trunk twisting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

<b>Directorate</b>	Canberra Health Services	<b>Reporting Relationships</b> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">Executive Director, Research and Academic Partnerships</div> <div style="font-size: 2em; margin: 10px 0;">↑</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">Senior Director – Research Strategy and Capability</div> <div style="font-size: 2em; margin: 10px 0;">↑</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">Research Navigator</div> </div>
<b>Division</b>	Office of Research and Education	
<b>Business Unit</b>		
<b>Position Number</b>	[to be added]	
<b>Position Title</b>	Research Navigator	
<b>Classification</b>	SOG B	
<b>Location</b>	Canberra Hospital	
<b>Last Reviewed</b>	Canberra Health Services	

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the [CHS website](#).

Our **Vision**: creating exceptional health care together

Our **Role**: to be a health service that is trusted by our community

Our **Values**: Reliable, Progressive, Respectful and Kind

## POSITION OVERVIEW

Canberra Health Services has a strong commitment to research, education and teaching as advances in medical, nursing, allied health and other research contribute directly to improved patient outcomes. The Office of Research and Education (ORE) provides governance and oversight of research, education and teaching within CHS.

Reporting to the Senior Director – Research Strategy and Capability, the Research Navigator will provide research navigation and strategic research development support to CHS Clinician Researchers and develop strong links with the Research Offices of our academic partners and at the ACT Health Directorate.

It is a new role and requires a high degree of initiative, strategic thinking and stakeholder engagement skills. There are two research navigators in the team and both navigators will work closely together to establish this new function. This role professionally and operationally reports to Senior Director – Research Strategy and Capability, whilst liaising and collaborating closely with the academic research lead positions (ie. Academic Clinical Nursing Chairs, Professor of Allied Health, Director Clinical Trials, other medical academic leads) and the relevant research offices at the Australian National University, the University of Canberra and ACT Health Directorate to advance CHS research outputs and impact through research navigation and research development support.

## **DUTIES**

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Under limited direction of the Senior Director – Research Strategy and Capability and in collaboration with team members, you will:

1. Document, analyse, assess and communicate available research supports for active and research-interested CHS clinicians.
2. Develop and provide the research navigation support and research development service function for the Office of Research and Education at Canberra Health Services, considering CHS strategic priorities as well as resource constraints. This will include but not limited to:
  - Establish point of contact and communicate research navigation and research development supports and services across CHS divisions and other relevant stakeholders in collaboration with other Research Navigators.
  - Effectively support, provide strategic advice and coach researchers regarding the development of grant submissions, ethics and site governance applications and other regulatory approval processes as well as identifying possible research collaborators across the different types of research relevant for the health service (e.g. clinical research, social research, data linkage).
  - Support the training, development, and mentoring of clinician researchers in relation to developing research funding proposals and grant funding negotiations.
  - Collaborate with academic mentors across all disciplines and other stakeholders to effectively facilitate research navigation and development at CHS.
  - Identify external funding opportunities and provide strategic advice and supports in line with strategic priorities to advance Canberra Health Services' research portfolio.
  - Lead the coordination of strategic research funding proposals and grant applications, and provide policy and procedural advice, with assistance from the ACT Health Research Governance and Ethics, academic partner research offices and other stakeholders, as required.
3. Develop strong links with the relevant research offices of our academic partners and in the ACT Health directorate to ensure synergies are generated and research capability is maximised.
4. Assist with research KPI implementation, planning, documentation and analysis of activities across CHS.
5. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

## **ABOUT YOU**

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CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

### **Behavioural Capabilities**

1. Well-developed project management, collaboration and stakeholder engagement skills.

2. Effective communication skills and the ability to develop and maintain networks across CHS and our academic and research partners.
3. High level interpersonal skills and pragmatic hands-on approach to facilitate research engagement and drive positive research culture.

### **Position Requirements / Qualifications**

- Relevant postgraduate qualification, with demonstrated experience and proven expertise in research management/development.
- Previous experience in managing projects in a healthcare setting.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

### **Highly desirable**

- Sound knowledge of quantitative and qualitative research methodologies applied in translational health research, or a closely related field would be highly regarded.
- Being eligible to apply for honorary academic title with an academic partner and engaged in research highly regarded.

### **Please note prior to commencement successful candidates will be required to:**

- Undergo a pre-employment National Police Check.

## **WHAT YOU REQUIRE**

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These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience.

1. Demonstrated experience in research ethics and governance, research (grant) management and/or provision of research support, preferably in health or closely related field.
2. Proven ability to develop strong engagement, strategic partnerships and collaborations in relation to health projects, preferably research related.
3. Demonstrated high-level communication skills, both written and oral, including the ability to liaise and negotiate effectively with a diverse range of stakeholders – clinician researchers, senior academics, administrators, university and industry research governance bodies, government organisations, consumer and community organisations. Strong presentation skills will be highly regarded.
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.

5. Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.



## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never

PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Never
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Never
Unpredictable People e.g. Dementia, mental illness, head injuries	Never
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Never
Slippery or uneven surfaces	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 9kg	Occasionally
Lifting 10 – 15kg	Never
Lifting 16kg+	Never
Climbing	Never
Running	Never
Reaching	Occasionally
Kneeling	Never
Foot and leg movement	Frequently
Hand, arm and grasping movements	Frequently
Bending/squatting	Occasionally
Bend/Lean Forward from Waist/Trunk twisting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

<b>Directorate</b>	Canberra Health Services
<b>Division</b>	Office of Research and Education
<b>Business Unit</b>	
<b>Position Number</b>	[to be added]
<b>Position Title</b>	Director Research Mentorship, Supervision and Education Programs
<b>Classification</b>	SOG B
<b>Location</b>	Canberra Hospital
<b>Last Reviewed</b>	Canberra Health Services



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## POSITION OVERVIEW

Canberra Health Services has a strong commitment to research, education and teaching as advances in medical, nursing, allied health and other research contribute directly to improved patient outcomes. The Office of Research and Education (ORE) provides governance and oversight of research, education and teaching within CHS.

Reporting to the Senior Director Research – Strategy and Capability, the Director Research Mentorship, Supervision and Research Education Programs will lead, organise and help execute strategic organisation-wide projects related to research mentorship, supervision and education as part of the [CHS Research Strategy 2021-2025 implementation](#).

It is a new role and requires a high degree of initiative and stakeholder engagement skills. The Director will lead the development of a research mentorship and supervision program for CHS clinicians and ensure CHS clinicians have access to comprehensive research education and training programs and resources. This position will work closely with the academic research lead positions (ie. Academic Clinical Nursing Chairs, Professor of Allied Health, Director Clinical Trials and other medical academic leads) and academic partners to create synergies across the system.

You will provide advice and support to the Executive Director of Research and Academic Partnership and the Senior Director Research – Strategy and Capability to achieve the objectives of the CHS Research Strategy and build research capability in existing CHS staff through implementing access to research mentorship, supervision and education.

## **DUTIES**

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Under limited direction of the Senior Director Research – Strategy and Capability, you will:

1. Lead, organise and help execute strategic organisation-wide projects, related to building research capability, with the overall aim of building an inclusive research culture and environment at CHS. Responsible initiatives include:
  - Undertaking a map and gap analysis of research mentorship, research supervision and research education approaches at CHS
  - Undertaking a map and gap analysis of research education approaches undertaken in local universities
  - Lead the design, planning, delivery and evaluation of a research mentorship program for CHS clinicians (early and mid-career clinician researchers)
  - Lead the design, planning, delivery and evaluation of a research supervision program for CHS clinicians (early and mid-career clinician researchers)
  - Documentation of available research education resources for CHS clinicians
  - Development and implementation of research education and access to research education from external providers informed by the gap analysis
2. Project-manage the implementation plan for strategic commitment 3 of the CHS Research Strategy ensuring project milestones and deliverables are met.
3. Support the evaluation of the strategic commitment 3 initiatives against agreed KPIs.
4. Undertake other duties appropriate to this level of classification which contribute to the operation of the Office of Research and Education and the organisation more broadly.

## **ABOUT YOU**

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### **Behavioural Capabilities**

1. Well-developed project management, leadership and stakeholder engagement skills.
2. Effective communication and presentation skills to engage potential mentees, mentors, supervisors as well as senior executives and other relevant stakeholders in the research mentorship and supervision program.
3. High degree of initiative, strategic thinking and pragmatic hands-on approach to implement these new initiatives.

### **Position Requirements / Qualifications**

- Relevant tertiary qualification.
- Previous experience in leading and implementing new initiatives in a healthcare setting.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for

completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

### **Highly desirable**

- Experience in research or workforce capability building initiatives.
- Postgraduate qualification with research experience will be highly regarded.

### **Please note prior to commencement successful candidates will be required to:**

- Undergo a pre-employment National Police Check.

## **WHAT YOU REQUIRE**

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These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience.

1. Experience in managing health workforce development and/or research related projects, including governance and stakeholder consultation.
2. Demonstrated ability to engage a diverse range of internal and external stakeholders, including academics, scientists, health professionals, senior executives, government representatives and professional staff, and work collaboratively to achieve project outcomes and drive positive change.
3. Well-developed interpersonal, presentation and communication (written and oral) skills, including experience in facilitating workshops, information sessions and events.
4. Demonstrated ability to work both independently with minimal supervision and within a team environment.
5. Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never

PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Never
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Never
Unpredictable People e.g. Dementia, mental illness, head injuries	Never
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Never
Slippery or uneven surfaces	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 9kg	Occasionally
Lifting 10 – 15kg	Never
Lifting 16kg+	Never
Climbing	Never
Running	Never
Reaching	Occasionally
Kneeling	Never
Foot and leg movement	Frequently
Hand, arm and grasping movements	Frequently
Bending/squatting	Occasionally
Bend/Lean Forward from Waist/Trunk twisting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

<b>Directorate</b>	Canberra Health Services	<b>Reporting Relationships</b> <div style="border: 1px solid black; padding: 5px; text-align: center;">Executive Director, Research and Academic Partnerships</div> <div style="text-align: center; margin: 5px 0;">↑</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Senior Director – Research Strategy and Capability</div> <div style="text-align: center; margin: 5px 0;">↑</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Director – Consumer and Community Partnerships in Research</div>
<b>Division</b>	Office of Research and Education	
<b>Business Unit</b>		
<b>Position Number</b>	[to be added]	
<b>Position Title</b>	Director – Consumer and Community Partnerships in Research	
<b>Classification</b>	Senior Officer Grade B	
<b>Location</b>	Canberra Hospital	
<b>Last Reviewed</b>	Canberra Health Services	

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## POSITION OVERVIEW

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Reporting to the Senior Director – Research Strategy and Capability, the Director Consumer and Community Partnerships in Research will lead, organise and help execute strategic organisation-wide projects related to “Strategic Commitment 5: Create impactful research partnerships with consumers and communities” of the [CHS Research Strategy 2021-2025](#). The Director will support ongoing Office of Education and Research strategic plans in relation of consumer and community partnerships.

It is a new role and requires a high degree of initiative and collaboration skills. The Director will undertake in-depth analysis of the “Partnering with Consumer and Community in Research landscape” at CHS as well as external Centres of Excellence, co-develop resources

and build capacity to facilitate research partnerships with consumers and community organisations as well as help develop the CHS consumer research hub.

You will provide advice and support to the Senior Director Research Strategy and Capability and Executive Director Research and Academic Partnerships to achieve the strategic commitment 5 of the CHS Research Strategy. In partnership with a range of internal and external stakeholders, you will play a key role in ensuring the strategy outcomes for strong partnerships with consumers and community in research are achieved.

## **DUTIES**

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Under limited direction of the Senior Director – Research Strategy and Capability, you will:

1. Lead, organise and deliver strategic organisation-wide projects, related to partnering with consumer and community in research, with the overall aim of building an inclusive research culture and environment at CHS. Key initiatives include:
  - undertaking a map and gap analysis and developing a future state plan for “Partnering with consumers and community in research” at CHS.
  - developing “Partnering with consumers and community in research” framework/toolkit and training resources for CHS in partnership with consumer advisory group and other relevant stakeholders.
  - supporting the development of CHS Consumer Research Hub (website as well as face-to-face initiatives).
2. Project-manage the implementation plan for strategic commitment 5 of the CHS Research Strategy ensuring project milestones and deliverables are met.
3. Support the evaluation of the strategic commitment 5 initiatives against agreed KPIs.
4. Build and sustain networks to support participation of consumers in Research at CHS, including consumer and community organisations, representatives and reference groups, CHS Patient Experience Team, senior leaders, researchers and novice researchers and other internal and external stakeholders.
5. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

## **ABOUT YOU**

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CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

### **Behavioural Capabilities**

1. Well-developed project management, collaboration and consumer and community engagement skills.
2. Effective communication skills and the ability to develop and maintain networks across CHS and our consumer and community partners.
3. High level interpersonal skills to generate trust, engagement and drive positive change in partnering with consumers in research.

### **Position Requirements / Qualifications**

- Relevant tertiary qualification.
- Previous experience in managing projects in a healthcare setting.

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

#### Highly desirable

- Experience in working and partnering with consumer and community representatives in healthcare
- Experience in co-developing resources with consumer and community stakeholders, relevant postgraduate qualification and an understanding of consumer-led research will be highly regarded

#### **Please note prior to commencement successful candidates will be required to:**

- Undergo a pre-employment National Police Check.

## **WHAT YOU REQUIRE**

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These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience.

1. Experience in managing health service and/or research related projects, including governance, stakeholder consultation, and delivering good practice approaches to consumer participation in research, policy or health service delivery.
2. Demonstrated ability to engage a diverse range of stakeholders, including consumer and community representatives, health professionals and administrative staff, and work collaboratively to achieve project outcomes and drive positive change.
3. Well-developed interpersonal, negotiation and communication skills, both written and oral, including track record of producing high quality documents (e.g. frameworks, toolkits, policy documents, reports, project documentation, work plans, information materials).
4. Demonstrated ability to work both independently with minimal supervision and within a team environment.
5. Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.



## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never

PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Never
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Never
Unpredictable People e.g. Dementia, mental illness, head injuries	Never
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Never
Slippery or uneven surfaces	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 9kg	Occasionally
Lifting 10 – 15kg	Never
Lifting 16kg+	Never
Climbing	Never
Running	Never
Reaching	Occasionally
Kneeling	Never
Foot and leg movement	Frequently
Hand, arm and grasping movements	Frequently
Bending/squatting	Occasionally
Bend/Lean Forward from Waist/Trunk twisting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally