

Nathan Collins  
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**Via email:** [nathan.collins@hsu.asn.au](mailto:nathan.collins@hsu.asn.au) **CC:** [secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)

Dear Nathan,

**Re: Consultation on organisational change – Creation and expansion of research services function**

In accordance with Section G of the *ACT Public Sector Administrative and Related Enterprise Agreement*, where there are proposals by the Territory to introduce change, the head of service will consult with the effected employees and relevant unions.

This proposal relates to the expansion of the Research Office of Canberra Health Services to assist in driving the research agenda of the health service.

This relates to the implementation of the [CHS Research Strategy 2021-2025](#) launched in December 2021 with a commitment to build research capability and an inclusive research culture across Canberra Health Services. Together with the implementation and evaluation plan for the strategy, a business case for further ongoing human resources to implement the strategy was submitted to the CHS Executive Committee on 11 August 2022. The committee endorsed the plan and funding of the business case.

**Rationale for change**

With the current staffing arrangement (1 SOG B Research Portfolio), implementing the Canberra Health Services Research Strategy cannot be undertaken in an appropriate time frame, namely within the next four years.

To undertake all the work of the CHS Research Strategy implementation and accelerate research capability within the next four years and provide ongoing support, further human resources with appropriate skills is required. The work will include:

- Establishing a research navigation and development support function
- Establishing a mentorship, supervision and research education program
- Ensuring Strategic Commitment 5 of the research strategy "Partnering with Consumers in Research" is realised

**What is the proposed change?**

The endorsement of the research implementation plan and business case results in an expansion of the research services function in the Office of Research and Education in 2022/2023.

It is proposed that the team supporting research would grow from 1 x SOGB position to 1 x SOGA and 4 x SOGB positions (ie, four new roles) reporting through to a SOGA position (New).

Specifically, proposed roles are as follows:

- 1x Senior Director (1 FTE) – Research Strategy and Capability, Senior Officer Grade A – Would manage and coordinate the function in reporting into and collaborating with me on designing and delivering the research strategy;

- 2x Research Navigator, Senior Officer Grade B (2 FTE) – Provide research navigation and development support to clinician researchers incl. research processes, grant development and finances, connecting with university research offices and potential collaborators;
- 1x Director Research Mentorship Supervision and Education Programs, Senior Officer Grade B (1 FTE) – Establishing a mentorship, supervision and research education program to create visible research pathways and build research capability within the existing CHS workforce;
- 1x Director Consumer and Community Partnerships in Research Senior Officer Grade B (1 FTE) – responsible to drive “Partnering with Consumers and Community in Research” through developing a framework/practical toolkit, consumer research hub and partnering with consumers capability building activities;

The new structure of the proposal appears in the Organisational Chart that appears as **Attachment A**. This compares with one current SOGB, reporting directly into my position.

Further detail on the focus of each of the new positions appears in the draft Duty Statements in **Attachment B**.

### Benefits of the Change

The benefits of these additional resources are as follows:

- Growing the team from 1 FTE to 5 FTE to implement the research strategy within an appropriate timeframe and building research capability will lay the foundations for a learning health system, strong research culture and delivering exceptional care to our patients.
- Adjusting the research office structure from one SOGB reporting directly into me to 1 SOG A reporting into me and 4 SOGB positions reporting into the SOG A ensures the team is structured well with maximum manager support.

### Potential impacts

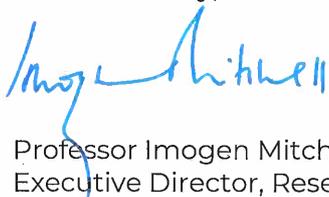
There are minimal impacts on the existing staff member, who we will consult directly with on which of the four SOGB's best match their skills and interests. I propose that the recruitment will be staggered to hire the Senior Officer Grade A position first, prior to advertising and filling the SOGB roles. This will ensure that the successful candidate is involved in the recruitment of the team.

### Next steps?

To allow staff and unions a genuine opportunity to contribute to and influence the decision-making process prior to the decision being made, the consultation period for the proposed changes will be two weeks from the date of this letter.

Should you have any further questions regarding the proposed restructure, please contact me by email [imogen.mitchell@act.gov.au](mailto:imogen.mitchell@act.gov.au), or alternatively [deepali.dholepatil@act.gov.au](mailto:deepali.dholepatil@act.gov.au)

Yours sincerely,



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