

## POSITION DESCRIPTION

# Strategic Lead – Research



**Health**  
Illawarra Shoalhaven  
Local Health District

**DRAFT**

<b>Our CORE Values</b>	Collaboration Openness Respect Empowerment	The logo for CORE values, consisting of four overlapping circles in blue, green, and yellow, with the letters C, O, R, E inside them.
<b>Organisation</b>	NSW Health	
<b>Local Health District /Agency</b>	Illawarra Shoalhaven Local Health District	
<b>Position Number</b>	TBA	
<b>Cost Centre</b>	TBA	
<b>Position Classification</b>	Health Manager Level 4	
<b>State Award</b>	Health Managers (State) Award	
<b>Reporting to</b>	Executive Director, Strategy, Performance & Planning	
<b>Does this role manage or supervise others?</b>	No	
<b>Vaccination Category</b>	Category B	
<b>Website</b>	<a href="http://www.islhd.health.nsw.gov.au/">http://www.islhd.health.nsw.gov.au/</a>	

## PRIMARY PURPOSE

The Strategy Lead - Research has primary responsibility for development, implementation, and evaluation of the ISLHD Research Strategy. The position holder will work collaboratively with internal stakeholders including the Project Management Office, Planning and Performance and Finance & Corporate Services to identify priority areas for research and to manage the support provided to clinical teams to develop innovative models of care that address community health and operational priorities, as set out in the strategic plan. The Strategy Lead – Research will work in close conjunction with local medical and health research institutes to ensure that the ISLHD strategic priorities are being addressed and that resources supporting research are optimally used to achieve outcomes.

The Strategy Lead – Research will report to the Executive Director, Strategy, Performance & Planning and will be responsible for making strategic decisions to ensure that research supports the priorities of the district and contributes to ISLHD’s achievement of its KPIs. The position holder will play a critical role in

defining, developing and driving strategic, organisational improvements across the local health district and in transforming the organisational culture so that research is embedded in practice.

High level organisational change and lateral thinking abilities are a requirement of the position with the ability to challenge traditional models of service delivery, including research support. The position has senior responsibility for: service planning, capital works, workforce development and strategic oversight of the research portfolio.

## KEY ACCOUNTABILITIES

- Lead the development, implementation, monitoring and evaluation of the ISLHD Research Strategy to ensure that ISLHD achieves its vision of becoming a hub for regional, rural and remote research.
- Provide strategic and operational advice to the Executive Director, Strategy, Performance & Planning related to the functional areas of accountability for the position.
- Provide expert high-level advice to the ISLHD Executive team and Board regarding research activity within ISLHD and the performance of service providers.
- Facilitate the development of strategic partnerships within and external to the ISLHD.
- Develop, monitor and take ownership of service agreements to ensure that service providers effectively advance the research priorities of ISLHD.
- Oversee research in strategic priority areas and manage cross-functional project teams to enable delivery of the research portfolio and innovation in service delivery, including service redesign.
- Assume primary responsibility for managing consultative processes related to service development and innovation, in priority areas, including convening meetings with a broad range of service partners.
- Contribute to clinical services, strategic and redevelopment planning including implementation, monitoring and evaluation of performance, pertaining to research, against these plans.
- Maintain current knowledge of relevant policies, procedures and practices in order to incorporate and reflect these into the deliverables of the position. Influence the allocation of resources within policy and business plans to ensure successful delivery of research plans.
- Work within a quality framework and initiate and contribute to continuous quality improvement.

## SELECTION CRITERIA

1. Tertiary qualifications relevant to clinical service delivery and experience working in a large and complex, public health organisation.
2. Recognised qualifications in project management and redesign.
3. Demonstrated high level organisational change and development skills and proven ability to successfully manage and implement organisational change and improvement programs.
4. Experience evaluating the effectiveness of service providers and/or research partnerships that enables oversight of performance and informed decision making by the Executive.

5. Excellent interpersonal, communication, consultation and negotiation skills with a demonstrated ability to develop and refine strategic relationships both within the Local Health District and external to the organisation.
6. Demonstrated high level of skill in the analysis of complex issues, formulating innovative approaches and developing comprehensive implementation and improvement strategies.
7. Evidence of a current Class C drivers' licence and ability and willingness to travel for work purposes.

## KEY CHALLENGES

1. Design and implement new strategic initiatives across multiple geographic sites within a matrix management structure including developing innovative and creative approaches to service delivery challenges.
2. Exercise independent judgement and problem solving within the research portfolio including the ability to resolve novel or complex problems.
3. Maintain a focus on collaboration, innovation and service transformation in an evolving system with resource constraints.

## KEY RELATIONSHIPS

WHO	WHY
ISLHD Executive Team	Communication about strategy development, implementation and evaluation and the performance of service providers
Local research institutes	Ensure delivery of ISLHD strategic priorities, manage performance and facilitate collaboration between institute and ISLHD teams
Planning and Performance, Project Management Office and Finance teams	Development of cross-functional research teams to support delivery of research and innovation in service delivery in strategic priority areas.

# JOB DEMANDS CHECKLIST

## Definitions

\* Denotes a critical requirement of the job

## Frequency

<b>I</b>	Infrequent – intermittent activity exists for a short time on a very infrequent basis	<b>C</b>	Constant – activity exists for more than 2/3 of the time when performing the job
<b>O</b>	Occasional - activity exists up to 1/3 of the time when performing the job	<b>R</b>	Repetitive – activity involves repetitive movements
<b>F</b>	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	<b>N/A</b>	Not applicable – activity is not required to perform the job

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Sitting</b> Remaining in a seated position to perform tasks			X			
	<b>Standing</b> Remaining standing without moving about to perform tasks						X
	<b>Walking</b> Floor type: even/uneven/slippery, indoors/outdoors, slopes						X
	<b>Running</b> Floor type: even/uneven/slippery, indoors/outdoors, slopes						X
	<b>Bend/ Lean Forward from Waist</b> Forward bending from the waist to perform tasks						X
	<b>Trunk Twisting</b> Turning from the waist while sitting or standing to perform tasks						X
	<b>Kneeling</b> Remaining in a kneeling posture to perform tasks						X
	<b>Squatting/ Crouching</b> Adopting a squatting or crouching posture to perform tasks						X
	<b>Leg/ Foot Movement</b> Use of leg and or foot to operate machinery						X
	<b>Climbing (stairs/ladders)</b> Ascend/ descend stairs, ladders, steps, scaffolding						X
	<b>Lifting/ Carrying</b>						X
		Light lifting & carrying – 0 – 9kg					X
		Moderate lifting & carrying – 10 – 15kg					X
	Heavy lifting & carrying – 16kg and above						X
	<b>Reaching</b> Arms fully extended forward or raised above shoulder						X
	<b>Pushing/ Pulling/ Restraining</b> Using force to hold/restrain or move objects toward or away from body						X
	<b>Head/ Neck Postures</b> Holding head in a position other than neutral (facing forward)						X
	<b>Hand &amp; Arm Movements</b> Repetitive movements of hands & arms			X			
	<b>Grasping/ Fine Manipulation</b> Gripping, holding, clasping with fingers or hands						X
	<b>Work at Heights</b> Using ladders, footstools, scaffolding, or other objects to perform work						X
	<b>Driving</b> Operating any motor powered vehicle						X

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Sight</b> Use of sight is an integral part of work performance eg viewing of X-rays, computer screen			X			
	<b>Hearing</b> Use of hearing is an integral part of work performance eg telephone enquiries			X			
	<b>Smell</b> Use of smell is an integral part of work performance eg working with chemicals						X
	<b>Taste</b> Use of taste is an integral part of work performance eg food preparation						X

	<b>Touch</b> Use of touch is an integral part of work performance								X
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CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)	FREQUENCY							
		I	O	F	C	R	N/A		
	Assisting ↓								
	<b>Distressed people</b> eg. emergency or grief situations								X
	<b>Aggressive &amp; uncooperative people</b> eg. drug/alcohol, dementia, mental illness								X
	<b>Unpredictable people</b> eg. dementia, mental illness, head injuries								X
	<b>Restraining</b> Involvement in physical containment of patients/clients								X
	<b>Exposure to distressing situations</b> eg child abuse, viewing dead/mutilated bodies								x

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY							
		I	O	F	C	R	N/A		
	<b>Dust</b> Exposure to atmospheric dust								X
	<b>Gases</b> Working with explosive or flammable gases requiring precautionary measures								X
	<b>Fumes</b> Exposure to noxious or toxic fumes								X
	<b>Liquids</b> Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE								X
	<b>Hazardous substances</b> eg. dry chemicals, glues								X
	<b>Noise</b> Environmental/background noise necessitates people to raise their voice to be heard								X
	<b>Inadequate lighting</b> Risk of trips, falls or eyestrain								X
	<b>Sunlight</b> Risk of sunburn exists from spending more than 10 minutes per work day in sunlight								X
	<b>Extreme temperatures</b> Environmental temperatures are < 15°C or > 35°C								X
	<b>Confined spaces</b> Areas where only one egress (escape route) exists								X
	<b>Slippery or uneven surfaces</b> Greasy or wet floor surfaces, ramps, uneven ground								X
	<b>Inadequate housekeeping</b> Obstructions to walkways and work areas cause trips & falls								X
	<b>Working at heights</b> Ladders/stepladders/ scaffolding are required to perform tasks								X