

Position Description

Position Title:	Research Coordinator
Position Number:	TBC
Group / Office:	Policy and Research Office
Tenure:	12-month contract
Full Time Equivalent:	Part Time (0.8-1.0 FTE)_
Classification:	VicHealth Grade C (+ Superannuation)
Location:	Level 2, 355 Spencer Street, West Melbourne, 3003
Reports to:	Lead, Research and Impact
Further information:	Introducing VicHealth www.vichealth.vic.gov.au

About The Victorian Health Promotion Foundation (VicHealth)

A world-first health promotion foundation, VicHealth focuses on promoting good health and preventing chronic disease. We pinpoint and prevent the negative influences of ill health and champion the positive influences of good health. Our pioneering work includes creating and funding world-class interventions; conducting vital research to advance Victoria's population health; producing and supporting public campaigns to promote a healthier Victoria; and providing transformational expertise and insights to government. We work with all levels of government, across political parties and communities, and a range of sectors across health, sports, research, education, the arts and media.

VicHealth takes pride in being an equal opportunity employer championing equity and diversity in the workplace.

Purpose of the role

The **Research Coordinator** contributes to VicHealth's research capacity and evidence informed programs by:

- Administering research contracts, including grant-making and project management activities, and ensuring project milestones and other requirements are achieved
- Supporting the delivery of VicHealth's Research Strategy
- Supporting the work of the Research Team by coordinating internal reporting and assisting in the organisation of internal and external events, such as expert advisory panels, forums, round tables, seminars and other relevant group meetings.
- Developing materials that enhance the communication of research findings to a diverse range of stakeholders, as required.

The Research Coordinator has a close working relationship with the Manager, Research & Impact, all members of the Research Team, and the Grants and Partnerships, and develops and nurtures excellent relationships across VicHealth and with external stakeholders.

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Scope of the role

Financial	As per VicHealth Delegation Policy
People	None

Cultural & Professional Standards

The VicHealth Employee Culture Charter guides behaviour by outlining those key principles that set the cultural and professional standards to which all VicHealth staff commit.

To support ways of working within VicHealth, these behaviours include:

1. **Trust:** working competently with VicHealth’s vision, strategy and goals in mind; open, supportive, consistent and respectful communication with internal and external audiences; and working in a way that gains the ongoing respect and continued trust of partners and stakeholders.
2. **Challenge:** being open to doing things differently, to new ideas and processes; embracing change and being comfortable with ambiguity; and resolving conflict (internal or external) constructively.
3. **Accountability:** doing what we say we are going to do; owning our performance and outcomes for the benefit of VicHealth and stakeholders; being a role model for the staff that we lead and supervise and/or for other staff; and encouraging growth and development in others.
4. **Results:** helping others at all levels, even if outside the scope of our role; being efficient and effective with stewardship of VicHealth assets and funds; and striving to maximise our collective impact.

Main Role Responsibilities

Functions	Activities
Project and Contract Management	<ul style="list-style-type: none"> • Contribute to scoping and design work in the development of research and evaluation projects and programs • Deliver project management tasks including contract/grant-making and project management activities • Coordinate collaborative research publications • Manage project budgets and maintain accurate financial and project records in collaboration with senior team members • Coordinate responses to enquiries relating to project and contract work • Coordinate stakeholder activities/events related to delivery of project objectives and outcomes, including undertaking committee secretariat duties, as required
Research and Evaluation	<ul style="list-style-type: none"> • Contribute to the development, preparation, and distribution of research outcomes for a range of stakeholders • Maintain an accurate database of VicHealth’s research grants, commissioned research and evaluation projects

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	<ul style="list-style-type: none"> • Coordinate internal and external research and evaluation reporting, as required
Relationship Management	<ul style="list-style-type: none"> • Provide general information to members of the public and direct research enquiries to relevant team members • Build and maintain strong relationships with internal and external stakeholders
Communication	<ul style="list-style-type: none"> • Write and edit written communications to ensure they contain the information necessary to achieve their purpose • Prepare briefs, letters, emails, presentations, and reports using clear, concise, and grammatically correct language • Utilise visual representation (diagrams, graphs, pictures) to enhance communication of research outcomes • Communicate effectively and persuasively
Teamwork	<p>Contribute to the development of a highly effective team by:</p> <ul style="list-style-type: none"> • Working collaboratively across the organisation • Sharing knowledge and experiences • Participating in and contributing to team meetings, teamwork plans and relevant cross unit working groups • Applying work practices and approaches consistent with established VicHealth processes, and identifying opportunities for development • Identification of potential opportunities for innovation and improving the efficiency and effectiveness of VicHealth's operations
Equity and Diversity	<ul style="list-style-type: none"> • Contribute to maintaining an environment where differences are valued, encouraged and supported • Maintain VicHealth's ideals of cultural diversity in the workplace at all times
Governance, Risk, Behaviour & Conduct	<p>Act in accordance with:</p> <ul style="list-style-type: none"> • The Code of Conduct for Victorian Public Sector Employees as detailed in the Public Administration Act 2004 • VicHealth Policy, Procedure and Values as outlined on the VicHealth intranet
Occupational Health and Safety	<ul style="list-style-type: none"> • Take reasonable care at all times for their own health and safety and that of others who may be affected by their conduct • Are responsible at all times for maintaining a safe and healthy work environment for all

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Key Selection Criteria (Knowledge, experience and skills)

Qualifications and experience	<ul style="list-style-type: none"> • Relevant qualification at Advanced Diploma level and/or strong demonstrable experience working as a project/policy/research officer • Experience working within research grants, higher education or public health sector is preferred
Project Management	<ul style="list-style-type: none"> • Design, implement, and manage all facets of a project including resources, activities, vendors, timelines, deadlines, and materials • Complete day-to-day activities related to project management, including documents, forms, reports, and other written correspondence • Communicate effectively and build relationships with all stakeholders of the project • Plan and successfully complete projects
Research and evaluation	<ul style="list-style-type: none"> • Good understanding of research grant-making activities • Good data and database management and analytic skills • Understanding of partnerships and stakeholder management
Attention to Detail	<ul style="list-style-type: none"> • Observe fine details • Identify gaps in information • Look for logical sequences of information • Highlight practical considerations for good planning and processes • Compare finished work with the expected outcomes to ensure accuracy and thoroughness
Communication Skills	<ul style="list-style-type: none"> • Confidently convey ideas and information in a clear way • Understand and meet the needs of target audiences • Welcome and provide constructive feedback • Handle difficult and sensitive communications well
Builds and utilises stakeholder relationships	<ul style="list-style-type: none"> • Facilitate cooperation and partnerships • Value individual differences and diversity • Develop and maintain strong, positive partner, stakeholder, and supplier relationships both internally and externally • Build trust through consistent actions, values, and communication • Keep stakeholders up to date with issues and developments
Teamwork	<ul style="list-style-type: none"> • Commit to team objectives but can work independently to deliver on those objectives • Work collaboratively with others to find solutions to problems • Share information and knowledge willingly

This position description was created/updated on 22/11/2021 and is a guide to the role and responsibilities that are required of this position as of this date. Other duties may be required to be undertaken from time to time. This position may involve limited work-related travel to visit other stakeholders or attending conferences, including working from locations other than the VicHealth office. Additionally, occasional work outside core business hours may be required.