**Position Title:** **Lead, Research and Impact**

Position Number: TBC

Group / Office: Policy, Strategy & Impact Group

Tenure: Permanent

Full Time Equivalent: Full time

Classification: VicHealth Grade D (+ Superannuation)

Location: Level 2, 355 Spencer Street, West Melbourne, 3003

Reports to: Manager, Research and Impact

Further information: Introducing VicHealth [www.vichealth.vic.gov.au](http://portal.vichealth.vic.gov.au/Documents%20and%20Settings/sgreaves/Local%20Settings/Temporary%20Internet%20Files/Content.Outlook/H32CUM85/www.vichealth.vic.gov.au)

**About The Victorian Health Promotion Foundation (VicHealth)**

As Victoria’s pioneering health promotion agency, VicHealth works with our partners in health, sport, government, the arts, workplaces, research and education to discover, implement and share solutions for long-term health. Promoting good health and preventing illness allows more Victorians to enjoy better health and wellbeing, which means they will have more time and energy for the things they enjoy. VicHealth takes pride in being an equal opportunity employer championing equity and diversity in the workplace.

**Purpose of the role**

The **Lead, Research and Impact** contributes to VicHealth’s research capacity and evidence informed programs by:

* Leading the design and delivery of research grants, research fellowships, and commissioned research
* Leading the development of training modules and sector development capacity building activities
* Supporting data analysis and evaluation activities, with emphasis on evidence informed practices across VicHealth’s programs
* Translating knowledge into policy and practice

As a member of VicHealth’s Research and Impact team, the Lead, Research and Impact places health equity at the centre of their research practice. They have a close working relationship with the Manager, Research and Impact, and the Policy, Strategy & Impact Group, and the Future Healthy Group, and develop and nurture collaborative relationships across program units and key external stakeholders, including staff in research institutions, government departments and other partner organisations.

**Scope of the role**

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| Financial | As per VicHealth Delegation Policy |
| People | May supervise employees |

**Cultural & Professional Standards**

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| 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**

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| **Functions** | **Activities** |
| **Knowledge Integration** | * Leading the development of training modules and sector development capacity building activities * Communicate research findings and evaluation frameworks to a diverse range of internal and external stakeholders, including policy makers and practitioners * Implement strategies to translate research knowledge into policy and practice |
| **Research and Evaluation** | * Conduct and manage the commissioning of research aligned with VicHealth’s research and policy priorities * Lead the design and delivery of research grants and research fellowships * Manage internal and external ethics approval processes for research at VicHealth * Support VicHealth’s teams in the development and analysis of surveys, research and evaluation frameworks |
| **Relationship Management** | * Deliver presentations as required related to funded research projects * Build and maintain strong relationships with internal and external stakeholders, including research institutes, and international partners |
| **Teamwork** | Contribute to the development of a highly effective team by:   * Working collaboratively across the organisation * Sharing knowledge and experiences * Participating in and contributing to team meetings, strategic and corporate planning 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** | * 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** | Act in accordance with:   * 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** | * Take reasonable care at all times for their own health and safety and that of others who may be affected by their conduct * Be responsible at all times for maintaining a safe and healthy work environment for all |

**Key Selection Criteria (Knowledge, experience and skills)**

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| **Qualifications and experience** | * Relevant tertiary qualification in Public Health, Health Promotion or related field, preferably at a post-graduate level * At least 3 years’ experience working in fields related to Public Health, or Health Promotion research or programs * At least 3 years’ experience in research/project management, with experience with commissioning and contracts preferred * Experience with coordination or delivery of courses or training programs |
| **Research and evaluation** | * Experience managing the full cycle of research grants * Strong understanding of research design and qualitative and quantitative methodologies * Experience with translation of research and evaluation findings into policy and practice, * Good data and analytic skills * Experience with SPSS or STATA preferred |
| **Communication Skills** | * Understand and meet the needs of target audiences * Welcome and provide constructive feedback * Handle difficult and sensitive communications well * Listen, understand and adapt to audience * Negotiate persuasively * Structure written communications effectively to achieve their purpose, convey ideas and information in a clear way, with a strong understanding of the information needs of target audiences |
| **Project Management** | * Design, implement and manage all facets of a project including resources, personnel, activities, vendors, timelines, deadlines, and materials * Experience in completing day-to-day activities related to a project including but not limited to filling out documents, forms, reports, and other written correspondence * Communicate effectively and builds relationships will all stakeholders of a project |
| **Builds and utilises stakeholder relationships** | * Facilitate cooperation and partnerships * Respect individual differences and diversity * Develop and maintain strong, positive partner, stakeholder and supplier relationships both internally and externally * Identify and manage a range of complex and often competing needs * Use understanding of the stakeholder to ensure outcomes are achieved * Find innovative solutions to resolve issues * Build trust through consistent actions, values and communication * Keep stakeholders up to date with issues and developments |
| **Attention to Detail** | * Observe fine details * Identify gaps in information * Look for logical sequences of information * Highlight practical consideration of plans and activities * Compare finished work with the expected outcomes to ensure accuracy and thoroughness |
| **Teamwork** | * Commit to team objectives * Work collaboratively * Share information and knowledge willingly * Work towards consistency of approach |

This position description was created /updated on 11/04/2022 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.