

Position Description

Position Title:	Lead, Research and Impact
Position Number:	TBC
Group / Office:	Policy and Research
Tenure:	Permanent
Full Time Equivalent:	Full/Part time 0.8-1.0 FTE
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

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

- Integrating best evidence into VicHealth's planning and evaluation practice across programs
- Leading the design and delivery of research grants and commissioned research
- Supporting the development and implementation of surveys, and conducting data analysis
- 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, the Principal Research Advisor, the Policy and Research 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

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
Research and Evaluation	<ul style="list-style-type: none"> • Support VicHealth’s teams in the development and analysis of surveys, research and evaluation frameworks • Conduct or manage commissioned research associated with VicHealth’s research and policy priorities • Lead the design and delivery of research grants and commissioned research • Communicate research outcomes to a range of internal and external stakeholders • Coordinate and manage internal and external ethics approval processes for research at VicHealth
Data analysis	<ul style="list-style-type: none"> • Conduct statistical and other data analyses with a focus on knowledge integration and consideration of emerging issues in the national and international public health agenda
Knowledge Integration	<ul style="list-style-type: none"> • Communicate research findings and evaluation frameworks to a diverse range of internal and external stakeholders, including policy makers and practitioners • Translate research knowledge into policy and practice

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	<ul style="list-style-type: none"> Support the development of specialised training and courses Convene meetings with relevant stakeholders to assess developments in grants and commissioned research.
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, 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	<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 Be responsible at all times for maintaining a safe and healthy work environment for all

Key Selection Criteria (Knowledge, experience and skills)

Qualifications and experience	<ul style="list-style-type: none"> Relevant tertiary qualification in Public Health, Social Policy 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 2 years' experience in research project management, with experience with commissioning preferred At least 2 years' experience with survey design and/or evaluation.
Research and evaluation	<ul style="list-style-type: none"> Strong data and database management and analytic skills Experience with SPSS or STATA Strong understanding of evaluation methodologies, including large scale evaluations and project evaluation.
Communication Skills	<ul style="list-style-type: none"> Strong verbal and written communication skills Active listening skills Ability to communicate complex issues and ideas in plain English and to diverse audiences
Project Management	<ul style="list-style-type: none"> Designs, implements and manages all facets of a project including resources, personnel, activities, vendors, timelines, deadlines, and materials

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	<ul style="list-style-type: none"> • Experience in completing day-to-day activities related to the project including but not limited to filling out documents, forms, reports, and other written correspondence • Communicates effectively and builds relationships with all stakeholders of the project • Plans and successfully completes projects
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 • 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 • Constructively deal with stakeholder issues
Attention to Detail	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Commit to team objectives • Work collaboratively with others to find solutions to problems • Share information and knowledge willingly • Work towards consistency of approach

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.