


POSITION DESCRIPTION

JOB TITLE	Manager – Strategic Policy and Research	
REPORTS TO	Senior Manager – Impact Strategy and Evidence	
DIRECT REPORTS	Specialist – Research and Knowledge Translation	
DATE	January 2025	
CONTRACT TYPE	Full-time	
CLASSIFICATION LEVEL	6	
ORGANISATIONAL CONTEXT		
<p>Our employees are supported to utilise the breadth of their skills and expertise in achieving the organisation’s goals.</p> <p>Our employees are community focussed, embrace change, are agile and are solution focused.</p> <p>Our employees are committed to our organisational values that guide our decision making and behaviours.</p>		
POSITION OBJECTIVE		
<p>This role is responsible for WentWest’s strategic policy and research functions, ensuring the delivery of high-quality, evidence-based outputs that align with WentWest’s objectives, and ensuring the seamless integration of policy and research activities.</p> <p>The position supports WentWest’s mission to deliver impactful health outcomes by fostering collaboration, maintaining rigorous standards, and ensuring alignment with organisational priorities.</p>		
KEY STAKEHOLDERS		
External Stakeholders	Internal Stakeholders	Individual Teams
Department of Health Local Health Districts NSW Health Ministry of Health Other government organisations and non-government organisations	Chief Executive Officer Senior Management Team Senior Leaders Program Managers	Finance Commissioning Quality & Governance HIU Marketing and Communications People and Culture Project Management Relationship to partnerships Primary Care

KEY RESPONSIBILITIES

- Lead, mentor, and develop team members to enhance performance and capabilities.
- Manage the day-to-day operations of the strategic policy and research functions, ensuring activities are delivered on time and meet organisational priorities.
- Provide expert advice and information to inform relevant stakeholders and support strategy development and implementation.
- Operationalise broader strategies and policies, tailoring them to align with internal team needs and organisational goals.
- Develop grant proposals, gather data, and ensure alignment with funding requirements
- Manage complex strategic policy projects, ensuring timelines and project goals are met.
- Lead advanced analysis of data, ensuring outputs are translated into meaningful insights and recommendations.
- Build and maintain relationships with internal and external stakeholders to facilitate collaboration and alignment across policy, research and evaluation activities.
- Identify and implement enhancements to improve processes and methodologies across the policy, and research functions.
- Oversee the preparation of reports, briefs and correspondences to inform or respond to Agency and/or other stakeholder requests.
- Provide advice and report on progress towards business objectives to the Senior Manager – Impact Strategy and Evidence.

Team Leadership

- Provide effective team leadership, mentorship and development opportunities to team members, enhancing their performance and capabilities
- Drive continuous improvement of the team's operations and identify and implement best practices in procurement processes and reporting standards
- Cultivate strong and productive relationships with other teams across the organisation, fostering collaboration and synergy
- Be a positive role model for staff and ensuring high levels of staff engagement and productivity

Culture

- Contribute to a constructive workplace culture and a safe workplace. Model the organisation's CORE values and ensure all workplace conduct is consistent with the behaviours associated with those values and the WentWest Code of Conduct.

Finance and Resources

- Manage allocated finance and resources efficiently and effectively in accordance with the WentWest Delegations Manual (and supporting corporate policies and documentation). This may include, but not be limited to, management of an allocated budget, corporate records, intellectual property and personnel records and include the correct retention of data and records.

Other Responsibilities

- Fulfil additional tasks as reasonably requested, adhering to the broader organisational goals and directives
- Uphold 'best practice' standards in all areas of responsibility, ensuring excellence and efficiency
- Abide by all organisational policies and procedures, contributing to a culture of compliance and integrity
- Prioritise safety of yourself and others in accordance with WentWest's Workplace Health and Safety (WHS) policies and the Workplace Health and Safety Act 2011

WentWest is an evolving organisation of continual improvement. The role scope described is intended as a guide to the responsibilities.

ADDITIONAL REQUIREMENTS AND TRAVEL REQUIRED

- Some out of hours work on evenings and weekends will be required for events, meetings or conferences etc.
- Some overnight travel within the Western Sydney area and interstate travel may be required for conferences or meetings

Note: Out of hours work should be managed in accordance with WentWest's Flexible Work Policy and employees' hours should be adjusted flexibly to accommodate hours worked outside of core business.

MANAGEMENT SYSTEM

- Ongoing compliance with WentWest management system requirements
- Responsible for ensuring that all documents that are part of the WentWest management system and assigned to this position and its direct reports are reviewed and updated in accordance with the Control of Documents and Records Policy

INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)

- Ongoing compliance with WentWest's Information Security Policy and the information security components of the WentWest Management System.
Responsible for individually complying and ensuring direct reports comply with WentWest's Information Security Policy and the information security components of the WentWest Management System

QUALIFICATIONS

- A bachelor's or master's degree in public health, health management, policy, business administration, or a related discipline.
- Additional qualifications in evaluation or research methods are highly desirable.

SKILLS AND EXPERIENCE

Essential

- Minimum 3 years in a similar role in research, evaluation, or policy development within a healthcare, government, academic or not-for-profit setting.
- Proven leadership and team development experience
- Demonstrated ability to manage complex projects within resource constraints, delivering high-quality outputs on time and within scope
- Advanced analytical and problem-solving skills, with the ability to translate data into actionable insights.
- Excellent stakeholder engagement and communication skills
- Experience in process improvement
- Deep understanding of the Australian health system, including primary health care, public health, and policy environments.

Desirable

- Experience working in or with Primary Health Networks, not-for-profits, or government organisations is highly desirable.

PRE-APPOINTMENT REQUIREMENTS

- Right to work in Australia documents (Passport or Birth Certificate with 100 points of ID)
- Certification of any tertiary qualifications and professional memberships
- National Police check completed in the last six months
- Working With Children Check

WENTWEST VALUES - behaviours and ways of working the organisation sees as critical

Display an attitude and behave in a manner that is in keeping with our Core Values and through own behaviour and through effective implementation of a positive team-based culture.

Creativity – challenge convention

Leadership – inspire action

Equity – actively overcome barriers

Excellence – be the best we can be

Respect – understand others