

POSITION DESCRIPTION

JOB TITLE	Specialist – Research and Knowledge translation	
REPORTS TO	Manager – Strategic Policy and Research	
DIRECT REPORTS	Nil	
DATE	December 2024	
CONTRACT TYPE	Full-time	
CLASSIFICATION LEVEL	5	
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>To support the operational delivery of WentWest’s research activities by implementing research partnerships, managing governance processes, and overseeing reporting and knowledge translation initiatives. The role ensures research outputs are impactful, accessible, and aligned with the organisations strategic research priorities. By working within established frameworks, evaluating complex issues, and navigating competing priorities, the position contributes to advancing WentWest’s research agenda in collaboration with the Strategic Policy, Research, and Evaluation Lead.</p>		
KEY STAKEHOLDERS		
External Stakeholders	Internal Stakeholders	Individual Teams
<p>Research partners (universities and researchers)</p> <p>Funders and Grant bodies</p>	<p>Manager, Policy, Research, and Evaluation</p> <p>Senior Manager, Impact Strategy and Evidence</p>	<p>Finance</p> <p>Commissioning</p> <p>Quality & Governance</p> <p>HIU</p> <p>Marketing and Communications</p> <p>People and Culture</p> <p>Project Management</p> <p>Relationship to partnerships</p> <p>Primary Care</p>

KEY RESPONSIBILITIES

- Evaluate incoming research requests based on agreed criteria and provide recommendations on their suitability, ensuring alignment with WentWest research policy, frameworks, and strategic priorities.
- Ensure all research activities adhere to governance and ethical standards, including research ethics approvals, data security and are aligned with WentWest policies and frameworks.
- Maintain the WentWest research register, ensuring all information about research activities, partnerships, and outputs is accurate, up to date, and accessible.
- Summarise and translate research findings into clear and practical formats, such as reports, summaries, presentations, and knowledge sharing events.
- Coordinate the preparation of high-quality research reports and data summaries, ensuring outputs are accurate, insightful and aligned to stakeholder needs.
- Collaborate with internal and external stakeholders to align research priorities, foster partnerships, and facilitate effective collaboration across teams and partner organisations
- Identify opportunities to improve research processes, governance, and reporting systems, ensuring WentWest remains at the forefront of evidence-based practice.
- Provide support in the grant and funding application process, including compiling research evidence, preparing data summaries, and coordinating input from internal teams to ensure timely and high-quality submissions.
- Support the delivery of organisational research, including contributing to team planning and cross-functional collaboration.

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.

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 are reviewed and updated in accordance with the Control of Documents and Records Policy
- Actively participate in quality improvement initiatives within their teams and across the organisation

INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)

- Ongoing compliance with WentWest's Information Security Policy and the information security components of the WentWest Management System.

QUALIFICATIONS

- Bachelor's degree in public health, social sciences, health management, or a related field or equivalent experience.

SKILLS AND EXPERIENCE

Essential

- At least 1 year experience in research governance, administration, or related activities within a healthcare or academic setting.
- Knowledge of and understanding of research governance, ethics, and compliance requirements.
- Experience in assessing research requests or proposals and ensuring they align with organisational policies and frameworks.
- Exceptional analytical and problem-solving skills, with the ability to evaluate complex data and translate findings into actionable insights.
- Proven ability to translate research findings into accessible reports, summaries, or presentations tailored to different audiences.
- Excellent relationship management skills, with a proven ability to build and maintain productive working relationships.
- Advanced organisational skills, with the ability to manage competing priorities and meet deadlines in a fast-paced environment.

Desirable

- Experience working in or with Primary Health Networks, not-for-profits, or government organisations is highly desirable.
- Familiarity with the Australian health system, including Primary Health Networks and public health programs.

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