



Position Description

POSITION TITLE:	Academic Manager
LOCATION:	SAHMRI, North Terrace
REPORTS TO:	Manager- Academic Outputs
DEPARTMENT:	Aboriginal Communities and Families Research Alliance (ACRA)

PURPOSE AND SCOPE OF THE POSITION

SAHMRI is located on the lands of the Kaurna people who are the traditional custodians of Adelaide and the greater Adelaide region. SAHMRI works with traditional custodians across South Australia, Australia, and the globe. SAHMRI Women and Kids brings together researchers, clinicians, community members and service providers to facilitate community driven, culturally respectful research to benefit families across Australia.

Reporting to the ACRA Research Manager the position will work closely with the Aboriginal Communities and Families Research Alliance (ACRA) and SAHMRI Women and Kids (SWK) Leadership Team, other SWK team members, other SAHMRI staff and relevant collaborating site(s). The role will also interact with a range of internal and external stakeholders including consumers, health professionals, industry/industry bodies, internal and external investigators, and study researchers. This role will aid in the management and translation of large-scale research activity/ies within ACRA to a high standard of quality and in accordance with relevant regulations and guidelines.

KEY PERFORMANCE INDICATORS

1. Timely and efficient production of high-quality research documentation and outputs for ACRA, including Academic Publications, Policy Briefs, Study Protocols, Study Operational Procedures, Ethics applications, and study newsletters/reports for internal and external utilisation for a range of audiences.
2. Contribute to ACRA leadership, coordination, and oversight of a range of research activities (including project management, electronic data capture (EDC) systems building and maintenance, data collection and analysis, supporting research management and operations.
3. Maintain good working relationships with study investigators, project managers, research staff and other external stakeholders.

KEY RESPONSIBILITIES

The specific duties include:

- Work with leadership to develop plan for the development and completion of academic outputs based on ACRA's priorities.
- Lead and contribute to the timely preparation and submission of peer reviewed manuscripts in line with ACRA's priorities, including critical thinking, writing, critical revision, formatting, referencing, submitting, responding to reviewer/co-author feedback).
- Lead and/or contribute to competitive grant applications, including fellowships



- Lead and/or contribute to the development of conference abstracts and oral or poster presentations and other study materials to support translation of findings (e.g. Policy Briefs)
- Lead and/or contribute to the development of presentations within ACRA / SWK.
- Lead and/or contribute to the review and critical evaluation of academic materials including manuscripts, grants, study reports, study processes and reports for granting bodies.
- Lead and/or contribute to the formal and/or informal supervision of research students, volunteers, internships and placements.
- Mentor other team members in the preparation and submission of peer reviewed publications.
- Liaise with SAHMRI internal and external stakeholders and collaborators.
- Prepare high-quality research documentation (including Study Protocols, information sheets and data collection documents) for investigator review.
- Preparation of Research Standard Operating Procedures and quality management processes.

Operations Support

- Support the management of research activity/ies within ACRA and SAHMRI Women and Kids (SWK) Theme to a high standard of quality and in accordance with relevant regulations and guidelines and grant requirements.
- Provide guidance, mentoring and support to other members of the research team to build capacity in project, academic and operational management.
- Assist with initiatives to develop Aboriginal leadership.
- Work closely with the Program Leads of the ACRA research programs to provide leadership within the research team and around project, academic and operations management.

Project Coordination / Support

- Lead and/or assist the facilitation and implementation of the study protocols across multiple locations as directed by the study leadership team.
- Oversee the ethical conduct of ACRA studies and lodge amendments and reports to the ethics committees.
- Act as the first point of contact in relation to academic progress and objectives.
- Monitor and report against timeframes and other performance indicators.
- Draft briefings, reports and presentations for a range of audiences (including Aboriginal people, investigative team, external collaborators/stakeholders, and policy / government bodies).
- Contribute to the project review process by identifying and reporting on project risks and implementing efficient risk-management and contingency strategies as directed.
- Prepare meeting materials including agendas, minute taking and the follow up of action items.
- Manage a schedule of project meetings.
- Provide executive support to the study investigators, working groups and other project meetings.
- Provide support to a range of other small projects or tasks as required.

Overall

- Participate in special projects to continuously improve processes, tools, systems and organisation.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.



- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the Code of Conduct Policy.

SPECIAL REQUIREMENTS

- Primarily located at SAHMRI North Terrace.
- Some out of hours work and/or travel may be required.
- DCSI Employment screening may be required.



Person Specification

QUALIFICATIONS

- Higher degree in health sciences, public health, psychology, or other appropriate discipline, and/or equivalent relevant experience in a research environment, preferably Aboriginal and Torres Strait Islander maternal/infant or family health.

EXPERIENCE, KNOWLEDGE AND SKILLS

- A strong academic writing ability demonstrated in leadership and co-authorship of peer reviewed publications and other outputs
- Experience in preparing and submitting ethics and/or local governance applications.
- Exceptional organisational and time management skills including the ability to quickly prioritise competing demands with strict deadlines and the ability to work on multiple projects simultaneously and meet both varied and fixed deadlines.
- Demonstrate a resourceful and innovative solutions focussed approach to achieve outcomes.
- Shown capacity to use initiative to improve delivery and find innovative ways to resolve problems.
- High level of interpersonal skills and experience in maintaining a positive collaborative spirit.
- Demonstrated personal qualities of leadership, teamwork, innovation, and commitment to collaborative work practices.
- Critical thinking and analytic skills
- Ability to use standard software for producing manuscripts (such as Microsoft Word/Endnote).
- Experience in supporting research projects and/or teams, with the ability to encourage and build skills of team members to carry out research activities and achieve milestones.
- Experience working with Aboriginal people in various environments.
- Demonstrated skill in project management including project planning, executing plans, monitoring and reporting, achieving milestones and managing relationships.
- Demonstrated high-level project skills from initiation through to completion.
- Excellent planning and organisational skills, with the ability to establish priorities and allocate resources to meet tight deadlines.
- The ability to provide formal and informal leadership in several complex projects.
- Extensive relationship management skills, including the ability to interact with, and gain cooperation from, with a variety of stakeholders, such as health professionals, study investigators and Aboriginal consumers.
- Excellent interpersonal and communication skills, including experience in developing professional documentation using PowerPoint and presenting information.
- Advanced computer literacy with experience in the use of project management software and related programs.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Bold, Driven, Dynamic
 - **Innovation** – Persistent and Focused
 - **Courage** – Collaborative and Enabling



- **Integrity** – Embrace Diversity, Demand Equity
- **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

- Current Driver's Licence