



Position Description

POSITION TITLE:	Program Coordinator
LOCATION:	SAHMRI Central (Adelaide)
REPORTS TO:	ACRA Program Manager
DEPARTMENT:	SAHMRI Women and Kids (SWK)

ABOUT SAHMRI and ACRA

The South Australian Health and Medical Research Institute (SAHMRI) is South Australia's independent, not-for-profit health and medical research institute, that is committed to inspired research leading to better health for all. SAHMRI's research aims to improve health equity in Australia and beyond, be translational to deliver impact, and deliver the right interventions, to the right people, at the right time in their lives to optimise health. The SAHMRI Women and Kids (SWK) Theme aims to improve the health and wellbeing of women and families to enable children to reach their full potential by assisting access to quality health care. Within SWK the Aboriginal Families and Communities Health Research Alliance (ACRA) brings together researchers, Aboriginal community members, policymakers, and service providers to facilitate community-driven, culturally respectful research to benefit the intergenerational health of Aboriginal families and communities.

POSITION OVERVIEW

This position has been created to support the establishment and project management activities of a MRFF *Indigenous Health Research* grant. The *Care and Connect Pathways* program will include a range of supportive activities, programs and interventions that can improve the health and wellbeing outcomes and reduce the impact of inequities for Aboriginal people.

Working as part of a larger research team, the Project Coordinator will assist the study leadership by playing a key role in establishing, implementing, overseeing, and monitoring the ongoing success of this complex multi-disciplinary program across Adelaide (metro and regional) areas. The person will need to work closely and attentively and manage relationships with multiple stakeholders including grant investigators, research teams, support personnel, steering committees, community groups and organisations, study participants and families, and other relevant stakeholders across South Australia (SA). The position will work under the guidance of a research manager and grant investigators to ensure ongoing success and stakeholder engagement in the project through multiple phases and successful provision of all deliverables.

The role is based in SA and will require some travel to regional areas, to monitor and strengthen relationships and attend national network development meetings. The position will report directly to ACRA Leadership, and is a fixed term, full-time appointment for up to 2 years.

KEY PERFORMANCE INDICATORS

1. Provide leadership, coordination, and oversight of the *Care and Connect* project, across a range of research activities (including project management, ethics and governance management, grant reporting, translation activities).
2. Demonstrate comprehensive study knowledge and insight to proactively identify and rectify issues alongside the research leadership team.
3. Production of high-quality research documentation, including Study Protocols, Study Operational Procedures and reports for internal and external utilisation.
4. Support SAHMRI Women and Kids research objectives across multiple sites in accordance with study protocols and targets and with successful adherence to SAHMRI Accord Principals, GCP and HREC requirements.
5. Maintain good working relationships with study participants, research and medical staff and other external stakeholders.

KEY RESPONSIBILITIES

The specific duties include:

Ethical conduct

- Ensure the research is congruent with world best practice.

Project Coordination

- Establishment, implementation, and monitoring the program streams via management of a skilled research team
- Assist with the development of research protocol(s) and associated documentation (information sheets, agreements, pamphlets etc).
- Prepare submissions for all relevant ethics committees and ensure all reporting requirements are met throughout the life of the project
- Day to day coordination of the research activities including at research sites, and during recruitment and data collection periods
- Supervise, guide and develop productive working relationships with staff and others working and supporting the program
- Establishment of collaborative relationships with project investigators.
- Capacity building and guidance for staff and students, including Aboriginal and Torres Strait Islander staff and students
- Oversee, plan, and implement effective internal and external communication strategies to engage and inform research teams, stake holders and investigators of key project objectives, activities, initiatives, and outputs
- Work independently and manage own research duties and administrative requirements
- Organise, facilitate, attend, and contribute to relevant meetings, including investigator and partner group meetings
- Proactively support a culture of innovation and excellence that ensures delivery of specific outcomes through a shared sense of purpose with the rest of the team

Attributes:

- Proven experience in research project management
- Experience in research processes – ethics submissions, document creation and governance.
- Ability to engage with a wide variety of stakeholders to assist in the delivery of legal / ethical research agreements.

Research Project Delivery

Actions:

- Oversee, plan, facilitate and monitor the submissions of completed academic writing to relevant journals
- Work with ACRA administration team to organise, facilitate, attend, and contribute to relevant meetings, including investigator and partner group meetings
- Work with investigators and research office staff to assist in the execution of relevant research agreements (ethics, MOU / MIA, governance and grant reporting).
- Establishment, implementation, and monitoring of all ACRA research via supervision and management of relevant research staff.
- Supervise, guide and develop productive working relationships with staff and others working and supporting the research projects.
- Establishment of collaborative relationships with project investigators.
- Contribute and support the development and implementation Standard Operating Procedures (SOPs)
- Organise, facilitate and ensure publication plans are developed and executed within the research project.
- Report on publications to SWK executive team and SAHMRI Research Office.

Attributes:

- Proven experience in project delivery – specifically research
- Ability to engage with a wide variety of stakeholders to assist in the delivery of legal / ethical research agreements.

Site auditing and monitoring

- Contribute to the planning of research project phases in collaboration with others
- Monitor the project's progress and individual sites as the project is underway
- Establish timely and regular auditing of project activities and outputs

Reporting (ethics, investigators, and stakeholders)

- Communicate complex information, orally, in writing and electronically
- Provide progress reporting to investigators, ethics and governance committees and stakeholders.

Workplace health and safety

- 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

- Travelling to research sites is required for the conduct of the study and/or training local research support personnel. The successful applicant must be prepared to travel between SA sites and short trips away from home.
- The successful applicant will undergo DCSI Employment Screening and Police Checks in South Australia
- SAHMRI is required to implement the Addressing vaccine preventable disease: Occupational assessment, screening and vaccination policy for SAHMRI employees carrying out work in any SA Health Facility.
 - Immunisation Risk for this position is - Category A (direct contact with blood or body substances)
- A current driver's licence is required.



Person Specification

QUALIFICATIONS

- Higher degree in public health, psychology, or other appropriate discipline, and/or equivalent relevant experience in a research environment.

SELECTION CRITERIA – EXPERIENCE, KNOWLEDGE, AND SKILLS

Essential

- Experience working in public health and/or health services research
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Experience with project planning and management of research processes
- Practical experience in the conduct of qualitative and/or quantitative research methods
- Demonstrates personal qualities of leadership, teamwork, innovation, and commitment to collaborative work practices
- Exceptional organisational and time management skills including the ability to work on multiple projects simultaneously and meet both varied and fixed deadlines
- Self-motivated with demonstrated capacity to work independently and collaboratively in a team environment, establishing rapport efficiently and effectively with colleagues, research participants, collaborating organisations and other stakeholders
- Analytical and problem-solving skills, including the ability to be innovative, resourceful, and creative
- Excellent attention to detail and methodical approach to tasks
- High level computer skills, including competence in Microsoft Office and Outlook platforms
- Excellent interpersonal, written, and oral communication skills, including experience presenting and writing research findings in a variety of formats, including research snapshots, community reports, and academic publications

Desirable

- Demonstrated knowledge and understanding of social determinants of health and factors promoting cycles of intergenerational trauma, family violence and social inequity
- Experience in maternal and child health research
- Experience using REDCap web-based electronic data capture system
- Experience undertaking analysis of qualitative and/or quantitative data
- Familiarity with research methods relevant to health research implementation in Aboriginal contexts
- Knowledge of data management and data analysis software

Reconciliation Action Plan

SAHMRI creates opportunities for Aboriginal and Torres Strait Islander people in health and medical research. We are building a culturally responsive workforce across SAHMRI and include ways of working which unite the physical, spiritual and emotional wellbeing of all people. SAHMRI uses the principles of the [South Australian Aboriginal Health Research Accord](https://sahmri.org.au/reconciliation) as a foundation for Reconciliation in everything we do and monitors the progress and impact of our plan to revise our strategies accordingly. The successful applicant should support and uphold the values of SAHMRI's reconciliation action plan. Actions detailed within and frameworks stemming from this overarching plan are central to our purpose as a leading research institute. For more information on our commitments to (what is in the RAP) see: <https://sahmri.org.au/reconciliation>

Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with South Australian and West Australian Child Safety Standards
- 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