



Position Description

POSITION TITLE:	ACRA Research Manager
LOCATION:	SAHMRI Central
REPORTS TO:	ACRA Leadership
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. You will be working in a dynamic and inclusive team that is committed to ensuring a positive and culturally safe working environment, that values all backgrounds and experiences. Our work culture is based on respect, integrity, trust, and empathy. We strive to create a safe environment where people feel supported to learn and develop their skills and foster successful collaboration and teamwork.

POSITION PURPOSE

This position has been created to support the establishment and ongoing research, capacity-building, partnerships and knowledge translation activities of within the ACRA group. Our research aims to reverse health inequities and improve the long-term health and wellbeing of Aboriginal and Torres Strait Islander families through self-determined, and co-designed care. We also aim to inform national, and state based maternal and child health strategies and provide recommendations for Indigenous populations globally.

Working as part of a large research team, the ACRA Research Manager will play a key role in establishing, implementing, overseeing, and monitoring the ongoing success of complex multi-disciplinary programs across multiple sites and states. The person will need to work attentively and manage relationships with multiple stakeholders including grant investigators, project managers, research teams, support personnel, steering committees, community groups and organisations across Australia. The position will work under the guidance of the grant investigators and SWK leadership to secure the ongoing success of ACRA, ensuring milestone completion, reporting requirements and successful provision of all deliverables.

Reporting Line: The position reports to the ACRA leadership team under broad direction with a considerable degree of autonomy

Supervisory Responsibilities: Yes

Financial Delegation: Yes

Budgetary Responsibilities: Yes

KEY RESPONSIBILITIES

Under the guidance of the ACRA leadership team, the Research Manager will be integral to designing, implementing and reporting on all aspects of the research programs. The role requires exceptional communication skills, program management experience and cultural sensitivity to engage effectively with internal and external stakeholders. The specific duties include:

Capacity Building & Cultural Safety

Actions:

- Co-design and implement capacity building activities and guidance for staff and students
- Proactively seek opportunities to employ and encourage Aboriginal leadership across all areas of ACRA and SWK.
- Mentoring, coaching and supporting all members of the ACRA team to adopt new ways of working across multiple projects simultaneously.

Attributes:

- A proactive learner, engaged in cultural awareness, cultural competency and cultural safety.
- Positive attitude with active listening skills.
- Culturally aware / competent.

Research Program Management

Actions:

- Support strategic planning for the ACRA research program, including annual work plans, roadmaps and timelines to enhance synergy and prioritise efforts across teams.
- Track and report on project(s) deliverables across the lifespan of all projects.
- Create and maintain a useable '*traffic light system*' to track project milestones for grant funded project reporting requirements, including Aboriginal community accountability and knowledge translation forums.
- Work with ACRA and Theme leads to facilitate and participate in the theme strategic and project activity plans, ensuring alignment between strategic plans and objectives.

- Ensure grant milestones are reported on in a timely and efficient manner.
- Work alongside project manager(s) to understand and oversee all ACRA research project deliverables.
- Report on ACRA research deliverables to SAHMRI and / or key stakeholders including funding bodies.
- Work with ACRA leadership to implement an organisational structure reflective of research, policy, cultural advocacy and academic strategic goals and deliverables.
- Active horizon scanning to anticipate and remove barriers to research implementation and problem solve as required.
- Plan, manage and be accountable for adequate resourcing (and talent recruitment) across all ACRA projects.

Attributes:

- An Experienced Program or Research Manager, capable of successfully delivering multiple complex projects simultaneously.
- Organised and proficient with Microsoft Office and associated project management tools.
- Leadership qualities and experience.
- Advanced problem-solving skills – solution focussed mentality.

Research Project Delivery

Actions:

- Contribute 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, ACRA forums.
- Work with investigators and research office staff to assist in the execution of relevant research agreements (MOU / MIA, governance and grant reporting).
- Establish, implement, and monitor all ACRA research via supervision and management of relevant research staff.
- Supervise, guide and develop productive working relationships with staff, staff and students working and supporting the research projects.
- Establish collaborative relationships with project investigators.
- Support SWK to ensure an ACRA perspective is incorporated into current, and ongoing Standard Operating Procedures (SOPs)
- Ensure publication plans are developed and maintained alongside relevant academic staff within each program of research.
- Report on publications and other outputs to SWK executive team and SAHMRI Research Office.

Attributes:

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

Executive Leadership Support

- Oversee the efficient planning of ACRA policy / accountability forums, ongoing ACRA events and any public facing research related activities.
- Complete (or nominate appropriate delegate) to competently liaise with SAHMRI HR for onboarding / offboarding of staff as per the resource requirements
- Liaise with SAHMRI Legal to develop MIA / MOU and other research related agreements
- Attend meetings on behalf of, (or nominate appropriate delegate) to support ACRA leadership. Take minutes / actions and report back to leadership.
- Conduct annual Performance Pathways Plans with relevant ACRA team managed by the role.
- Monitor and communicate ongoing personnel performance concerns to ACRA leadership.
- Monitor and communicate ongoing project barriers to ACRA leadership.

- Organise and meet regularly with ACRA leadership to ensure vision is in line with ACRA goals and strategic plan.
- Liaise with SWK executive staff to ensure ACRA is up to date with asset management, resource management and immunisation requirements.
- Be, or ensure there is, a suitable contact person for executive leadership for ACRA research related enquiries.
- Drive inter-group connections and communications via research meetings, social events and internal communication.

Attributes:

- Diligent record keeping.
- Well-presented and professional.
- People management / HR / performance management experience.
- Excellent communication skills.

Financial

Actions:

- Work alongside SWK Executive to create and manage budgets for all ACRA projects. ACRA Wellness Days, ACRA Forums, and Visibility plans.
- Work alongside SWK Executive to manage research budgets and travel budgets.

Attributes:

- Financial literacy.
- Diligent record keeping.

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 work away from home for periods of time.
- The successful applicant will undergo DCSI Employment Screening and Police Checks in South Australia and Western Australia.
- A current driver's licence is required.
- 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)



Person Specification

QUALIFICATIONS

- Degree in public health, psychology, business or other appropriate discipline, and/or equivalent relevant experience in a work environment, preferably Aboriginal and Torres Strait Islander maternal/infant (perinatal) health

SELECTION CRITERIA – EXPERIENCE, KNOWLEDGE, AND SKILLS

Essential

- Extensive experience working with Aboriginal and/or Torres Strait Islander people, preferably in the healthcare or research setting
- Understanding of the social, cultural, and historical determinants of Aboriginal social and emotional wellbeing
- High level project management and organisational skills, with ability to map project deliverables for multiple complex research projects
- Exceptional organisational and time management skills including the ability to meet both varied and fixed deadlines
- Exceptional program management skills including the ability to coordinate multiple concurrent projects including oversight of research staff.
- Ability to liaise with internal and external stakeholders' confidentiality and sensitively
- Experience managing research budgets including forecasting, financial record keeping and reporting
- Proven ability to lead staff, driving both individual and collective project success.
- Practical experience in the conduct of qualitative and/or quantitative research methods
- Knowledge of confidentiality and privacy laws and guidelines relevant to health and medical research
- Demonstrates personal qualities of leadership, teamwork, innovation, and commitment to collaborative work practices
- 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
- Familiarity with research methods relevant to health research implementation in Aboriginal contexts

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](#) 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 Western 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