

Position Title: Senior Capacity Building Coordinator (.6 FTE, 1-year contract)

Location: Located at the Centre for Health in All Policies Research Translation, South Australian Health & Medical Research Institute (SAHMRI), Level 8 North Terrace, Adelaide, South Australia

Reports To: Director, Centre for Health in All Policies Research Translation, an affiliated centre of Health Translation SA.

Purpose of the Position

The Centre for Health in All Policies Research Translation (CHiAPRT/The Centre) is an affiliated centre of Health Translation SA (HTSA), South Australia's National Health and Medical Research Council and the School of Public Health Adelaide University.

CHiAPRT has been established to work with policymakers and academics at the international and national level to increase research-policy translation in ways that deliver improved public policy, and leads to better health, wellbeing, and equity outcomes. The Centre is supported by Affiliated Partners and an Advisory Committee and operates as a multi-institutional centre, with each Partner collaborating on programs, projects or research activities in line with their interest and capacity.

The Senior Capacity Building Coordinator provides leadership and strategic contribution to the planning and delivery of the Centre's capacity building program of work. The role contributes to the implementation of the Centre's 5-year Strategic Plan and annual work plan, with a particular focus on the Centre's capacity and partnership building activities, strengthening collaboration across CHiAPRT partners at national and international levels.

Scope of the Position

Reporting to the Director of Centre for Health in All Policies Research Translation, the position will work with CHiAPRT, HTSA staff, and relevant SAHMRI staff and other key project staff that are connected to CHiAPRT to contribute to the delivery of the Centre's capacity building research and research-translation activities.

The role will also interact with a range of external stakeholders including representatives from SA and Australian public sector, including SA Health and Preventive Health SA; Universities including Flinders, Adelaide and University of Canberra, non-government organisations such as SACOSS, International Organisations such the World Health Organization including regional and country offices, Centre for HiAP Partners, other research institutes, relevant collaborators in industry, and the community. Through these interactions, the Senior Capacity Building Project Coordinator Officer contributes to strengthening relationships, supporting collaborative project and research initiatives, and enhancing the profile and impact of CHiAPRT's work

Key Responsibilities

- Support the implementation of strategies, policies and plans that are congruent with CHiAPRT priorities and work plan, including supporting the delivery of workshops, courses and masterclasses, and reporting on progress

- Work closely with the Director CHiAPRT and members of the CHiAPRT Advisory Committee to develop an annual CHiAPRT capacity building program –aligned to the Centre’s strategic agenda and responsive to identified capacity gaps.
- Coordinate the CHiAPRT Research Policy Translation Community of Practice (COP) and develop plans to grow and sustain the COP
- Design and implement training, masterclasses and other programs including the development of tailored curriculum and deliver high-impact outcomes aligned with CHiAPRT priorities and to increase the profile of CHiAPRT
- Produce high quality educational and capacity building resources of national and international quality. These may include training manuals, guidebooks and videos, webinars, podcasts and other relevant outputs.
- Monitor and evaluate CHiAPRT’s capacity building initiatives
- Develop strong network of collaborators and partners relevant to the Centre’s program of work, through active participation in informal and formal networks and workshops, presentations, collaborations, and professional service.
- Provide supervision and mentoring to the Centre’s staff and students.
- Support the development and delivery of capacity building strategies designed to increase the translation of research into policy and practice
- Contribute, where appropriate, to the Centre’s program of research including generating grants, drafting reports, and peer reviewed publications and other work as required
- Work closely with CHiAPRT Partners to support the achievement of the Centre’s strategic objectives

General Responsibilities

- Take reasonable care to protect their own health, safety and welfare at work and avoid affecting the health and safety of any other person at work
- Report immediately all serious incidents to the CHiAPRT Director as required and manage and arrange resolutions within appropriate timelines
- Participate in the implementation of SAHMRI’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
- Support SAHMRI’s commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People

Special Requirements

- Some out of business hours work is required
- Occasional interstate travel may be required

PERSON SPECIFICATION

Qualifications

- Postgraduate qualification in a relevant discipline or an undergraduate degree with significant relevant experience

Experience, Knowledge and Skills

- Knowledge of and experience in working in public health, social science or related fields
- Strong understanding of the underlying causes of health and wellbeing and inequity
- Highly developed written and verbal communication skills
- Demonstrated ability to design, and implement capacity building activities, such as training programs, workshops and develop associated resources- that align with the CHiAPRT's purpose and strategic directions
- Strong facilitation skills in delivering workshops, webinars and meetings. This includes preparing workshop and meeting papers, minute taking and briefing reports
- Demonstrated ability to develop strong and collaborative working relationships with people and organisations from diverse backgrounds
- Demonstrated experience or expertise in knowledge translation, stakeholder engagement and co-production in research-policy partnerships
- Demonstrated stakeholder management and interpersonal skills including communication, consultation, and negotiation
- Strong information technology skills and ability to use a range of computer-based programs and online tools such as Word, Excel, Mail Chimp, Eventbrite, Survey Monkey
- Demonstrated analytical skills with good attention to detail and the ability to develop practical solutions
- Strong planning and organisational skills with demonstrated experience in dealing with complex issues involving multiple stakeholders
- Sound time management skills and ability to work independently, seeking support when necessary to complete the task
- 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