



SPHERE Clinical Academic Group (CAG) Project Officer POSITION DESCRIPTION

Research Group:	Maridulu Budyari Gumal - Sydney Partnership for Health, Education, Research and Enterprise (SPHERE)
Status:	Full-time, although part-time will be considered for suitable candidates
Hours:	Up to 38 hours (1 FTE) per week
Days:	Monday - Friday
Salary:	\$90K - \$100K per annum. Salary packaging is available
Reports to:	Firstly to the Clinical Academic Group Leader, then to the SPHERE Clinical Academic Group Program Manager and for non-operational matters the Institute's Human Resources Manager

Background

The **Ingham Institute for Applied Medical Research** (the Institute) is a not-for-profit organisation located in Sydney's South West that conducts world-class medical research that is rooted in and driven by the needs of the local population and wider Australia.

The Institute is integral to a unique collaboration with the South Western Sydney Local Health District, Western Sydney University and the UNSW Sydney. Through these collaborations the Institute is working to radically transform health outcomes both locally and globally.

The Institute is one of 14 members of SPHERE Maridulu Budyari Gumal. SPHERE Maridulu Budyari Gumal is one of Australia's Advanced Health Research and Translation Centres, bringing into partnership the research, innovation and education 'engine rooms' in leading universities, health services and medical research institutes with the 'front-line' of healthcare delivery in our local health districts and health networks.

SPHERE aims to accelerate clinical research and innovation and rapidly translate new knowledge to improve health outcomes for patients, families and the broader community.

See <http://www.thesphere.com.au/initiatives/clinical-academic-groups/>

Our Commitment to Diversity and Inclusion

SPHERE Maridulu Budyari Gumal acknowledges the Traditional Owners of country throughout Australia and recognises the continuing connection to land, waters and community. We pay our respects to them, their cultures and to the Elders past, present and emerging.

We are committed to building a workplace culture that values diversity and inclusion. We actively promote the employment of people with disability, Aboriginal and Torres Strait Islanders and other diversity groups.

Purpose of Position

The CAG Project Officer will be responsible for working directly with the CAG Leaders and their members to develop and implement operational plans that deliver improvements to health. This position is a member of the SPHERE Program Management Office (PMO) and will meet on a regular basis to share knowledge across CAG's about successes, barriers and possible solutions so we can learn from each other and deliver initiatives achieving agreed performance targets. We have office locations across Sydney, within our partners facilities, and the successful candidate will be expected to be flexible to travel as needed.

Criteria

ESSENTIAL:

- Tertiary qualifications in Health, Technology, Social Science, Education or related discipline with experience delivering multidisciplinary projects
- Demonstrated experience in planning, implementing and evaluating projects/programs.
- Proven self-motivation, organization skills and ability to work in a professional manner without direct daily supervision.
- Excellent written and spoken communication skills and effective interpersonal skills.
- Ability to meet pre-determined targets and deadlines, demonstrating flexibility and adapting work practices to suit circumstances.
- Demonstrated ability to work collaboratively and productively across multiple work groups.
- Demonstrated understanding of issues that affect the access, participation and success of culturally and linguistically diverse, vulnerable populations and Australian Aboriginal and Torres Strait Islanders.

DESIRABLE:

- Experience with managing health delivery related projects
- Experience with developing Implementation Science & Knowledge Translation projects
- Understanding of WHS requirements and responsibilities
- Experience in working with people from culturally and linguistically diverse (CALD) backgrounds and Aboriginal or Torres Strait Islanders (ATSI).

Key Accountabilities	Key Performance Indicators
Manage work programs to a high-quality standard to effectively support the successful implementation of Clinical Academic Group (CAG) high profile projects.	Delivers work plans on time
Undertake high level analysis, integration and synthesis of information from a range of internal and external sources to provide the CAG Leader with timely advice on significant internal and external issues which have the potential to impact on daily operations and the strategic/tactical positioning of the organisation. Ensure the integrity of advice provided and recommend ways forward.	Delivers analysis and information to support development of opportunities to deliver project on time.
Contribute to strategic planning and governance for relevant CAGs.	Participates constructively in meetings
Draft, review and where appropriate, edit reports, submissions, briefings and correspondence submitted by CAG Leader to the Executive Director of SPHERE and other CAG members.	Delivers reports on time
Manage the provision of high quality and timely support for major project meetings, steering and SPHERE-wide committees, working parties and forums including coordinating meeting schedules, agenda and briefing paper preparation, collating materials for presentation, minute taking, circulating documents for comment, and documenting of decision making processes and pending actions.	Delivers highly successful meetings etc.
Implement and review management information management systems and project plans to facilitate effective executive, business and strategic support to the CAG Leader.	Maintains all CAG related information to facilitate reporting and communications
Ensure the effective and efficient identification and dissemination of information related to issues impacting on projects so the CAG Leader is appropriately prepared for speaking points, presentations and contentious issues briefings.	Demonstrated recall by CAG members of the role and deliverables.

<p>Work collaboratively with and as part of the SPHERE Project Management Office (PMO) reporting to the SPHERE Chief Operating Officer while working directly as a member of the CAG teams.</p>	<p>Effectively supports other PMO members to deliver outcomes</p>
<p>Comply with relevant State and Federal Privacy Legislation for the access, use, handling and storage of health data.</p>	<ul style="list-style-type: none"> ▪ Adheres to legislative requirements ▪ Complies with legislative requirements regarding access and reporting.
<p>Understand and uphold WHS requirements and responsibilities.</p>	<ul style="list-style-type: none"> ▪ Complies with the Institute's WH&S Statement and WH&S Policy and Procedures ▪ Is always mindful of workplace safety as it pertains to self ▪ Reports accidents within 24 hours ▪ Makes proper use of relevant safety equipment ▪ Attends training programs as directed.
<p>Work as an Institute team member.</p>	<ul style="list-style-type: none"> ▪ Is an effective team member ▪ Attends Institute staff meetings and, where applicable, shares information available at these meetings with unit staff ▪ Complies with Ingham Institute Code of Conduct ▪ Contributes to the research culture at Ingham Institute ▪ Participates in Ingham Institute supporting activities.