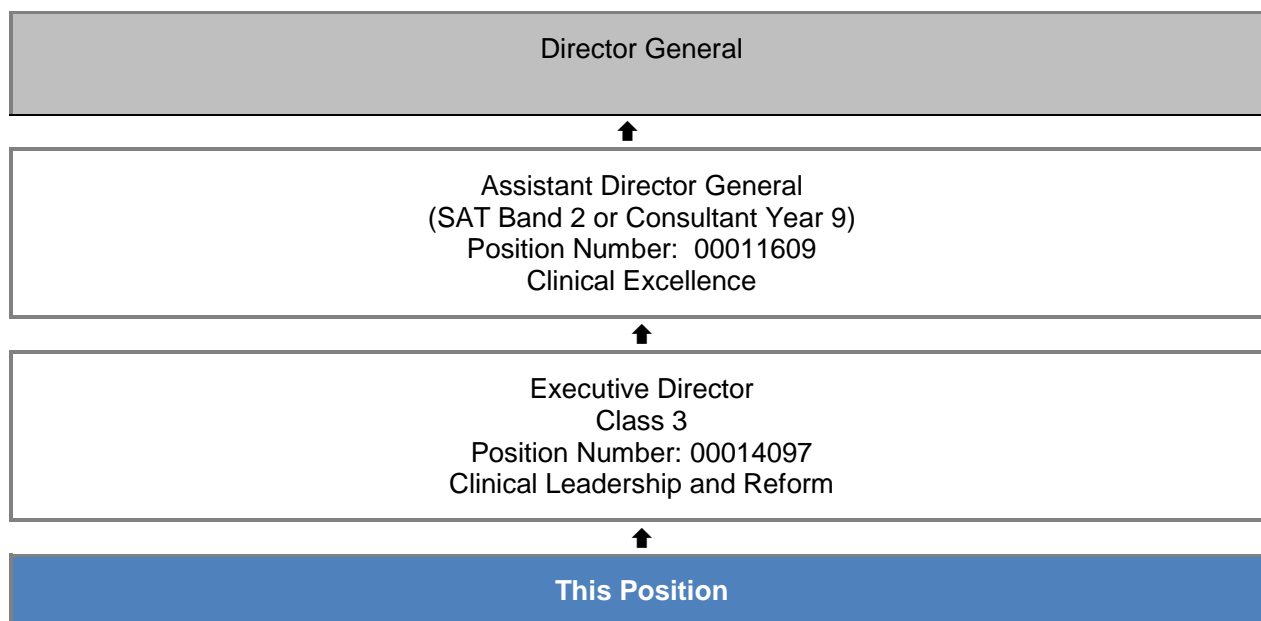




POSITION DESCRIPTION (SENIOR EXECUTIVE SERVICE)

Position Number	00014206
Position Title	Director Research
Classification	Class1
Division	Clinical Excellence
Directorate	Research
Award	Public Service and General Officers CSA General Agreement
Site Location	East Perth

REPORTING RELATIONSHIPS



Directly reporting to this position:

Title & Position Number	Classification	FTE
Senior Policy Officer 00011450	PSO Level 7	
Senior Policy Officer 00008427	PSO Level 7	
Senior Policy Officer 00001430	PSO Level 7	
Senior Policy Officer 00001429	PSO Level 7	1
Senior Policy Officer 00000957	PSO Level 6	
Policy Officer 00008629	PSO Level 5	1

ORGANISATIONAL ENVIRONMENT

The Department of Health, led by the Director General, has been established as the System Manager responsible for the overall strategic direction, management and performance of the Western Australian (WA) public health system to ensure the delivery of high-quality, sustainable, safe and timely health services.

The WA public health system employs approximately 43,000 dedicated staff who ensure the health and wellbeing of the State's population throughout the metropolitan, regional and remote areas of WA. The WA health system as a single health entity covers an area covering approximately 2.5 million square kilometres.

The foundations that underpin essential services to the community include: robust standards for the delivery of high-quality and safe care, and optimal patient and community experience; sound financial management and clinical performance; supporting our workforce; infrastructure and information and communications technology (ICT) delivery; and supporting and enhancing research and innovation.

KEY RESPONSIBILITIES

The Director, Research performs a leadership role by leading key reforms and improvements in research planning, funding and translation across the WA health system. The position is responsible for the development of policy that supports agreed research strategies at the system level, providing direct support to key research funding arrangements for the WA health system and ensuring robust and effective engagement across research institutions, networks and bodies in WA.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

Role-Specific Responsibilities

Leads key reforms and improvements in research planning, funding and translation across the WA health system and develops strategies to achieve health and medical research outcomes.

Encourages research activity within the WA health system and ensures that research is aligned with the WA health system priorities.

Oversees the delivery of key government initiatives in the research environment.

Is responsible for the development of policy that supports agreed research strategies at the system level, providing direct support to key research funding arrangements for the WA health system and ensuring robust and effective engagement across research institutions, networks and bodies in WA.

Continuous identification and review of key advancements in the coordination and management of clinical research funding nationally and internationally to ensure best practice, contemporary approaches are utilised in the WA health system.

Strategic Analysis, Management and Reporting

Ensures research policy and funding supports the Government's strategic priorities and the Department's Strategic Plan for the WA health system.

Works with the key areas of the Department of Health to ensure research funding is captured within a mature planning, reporting and purchasing framework.

Manages research funding within budget and in line with Government grant administration and procurement policies and requirements.

Provides high level advice to the Director General on matters regarding strategic system-wide health research initiatives and opportunities, as well as State, National and International health research developments.

Leadership

Develops key policies that relate to research and will support the effective implementation of research initiatives now and into the future.

Oversees systemwide Intellectual Property policy, advice and management.

Oversees systemwide research governance and ethics including implementation of systems to support national reporting and ethics requirements.

Ensures appropriate governance structures and evaluation mechanisms are in place to monitor, evaluate, report and improve on health and medical research outcomes across the WA health system.

Provides strategic direction and leadership to the Directorate, and develops, coaches and manages others to ensure achievement of key deliverables.

Liaison, Representation and Stakeholder Development

Proactive engagement and planning across key internal and external stakeholders to ensure sharing of best practice and effective utilisation of funds.

Works with internal and external stakeholders to consistently improve the quality of services and value delivered to the WA community through contemporary research.

Builds relationships with higher education institutes, research bodies and the private and not for profit sectors to maximize collaboration and ensure research outcomes contribute constructively to the WA health system agenda to improve patient outcomes.

Represents the Department in negotiations with research institutions and networks, in business and professional dealings, on committees and high level forums.

Corporate Responsibilities

Leads by example and promotes integrity and professionalism and encourages these standards in others through a culture of collaboration, openness, respect and empowerment.

Provides effective leadership within corporate policies and procedures, and ensure staff demonstrate expected behaviours, aligned with both departmental and broader public sector Codes of Conduct and legislative requirements.

Ensures allocated human, financial and physical resources for the directorate are managed effectively within policy and budget parameters against agreed targets, performance standards and objectives.

Undertakes other duties as required.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

Shapes and manages strategy

Helps create organisational strategies that are aligned with government objectives and likely future requirements.

Draws on information and alternative viewpoints and monitors information channels to understand new issues of importance to the government.

Anticipates risks, addresses them quickly and helps others to recognise them.

Achieves results

Monitors and manages resourcing pressures for optimum outcomes.

Defines high-level objectives and ensures translation into practical implementation strategies.

Ensures ideas and intended actions become reality and that planned projects result in expected outputs.

Builds productive relationships

Builds and sustains relationships within the organisation, with the Minister's office, across the public sector and with a diverse range of external stakeholders.

Capitalises on the positive benefits that can be gained from diversity and harnesses different viewpoints.

Exemplifies personal integrity and self-awareness

Operates professionally and within the boundaries of organisational processes and legal and public policy constraints.

Commits to achieving key outcomes for the organisation and uses personal drive, focus and energy to enthuse others.

Communicates and influences effectively

Confidently presents messages in a clear, concise and articulate manner.

Identifies key stakeholders and engages their support.

Focuses on the desired objectives and ensures negotiations remain on track.

Desirable Selection Criteria

Post-graduate qualification in a relevant discipline.

Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: