

Duty Statement

Title: National Manager Research and Policy

Advertisement:

Research, policy and a culture of evidence based advocacy and decision making are central to reducing drowning and promoting swimming, water safety and lifesaving across Australia.

The impact and effectiveness of Royal Life Saving research, campaigns, policies and programs depends on our ability to create, communicate and partner across a range of research and policy disciplines.

The position of National Manager Research and Policy is responsible the development and implementation of the Royal Life Saving research and policy strategy, which utilises a broad range of research disciplines, processes and partnerships.

You will have well developed skills in translating research into policy and advocacy, enjoy developing and managing a program of research with a range of passionate staff, stakeholders and partners, and be interested in taking the lead in one or many of our key research themes.

You will drive research collaboration across the organisation, including State and Territory Offices, while establishing and maintaining research collaborations with external partners. Relationships with the broader sector, media and government will be vital to success of this role.

Royal Life Saving is supportive of continuous learning and encourages further study. Many of our research staff have combined work with masters and PhD level programs of research. We are open to research partnerships and flexible work arrangements.

Aboriginal and Torres Strait Islanders and people from a culturally and linguistically diverse background are encouraged to apply.

A position description is available by emailing sfung@rlssa.org.au. Enquiries can be made by email to Justin Scarr CEO via jscarr@rlssa.org.au or (02) 8217 3112.

Applications should include a cover letter, CV and a statement addressing the selection criteria. Applications can be emailed to jscarr@rlssa.org.au or posted to CEO, Royal Life Saving Society – Australia, PO Box 558 Broadway NSW 2007.

Selection Criteria:

Please address the selection criteria outlining skills, qualifications and relevant experience

- Strategic leadership ability
- Research, analysis and conceptual ability
- Knowledge of public health and policy development environment
- Project management skills
- Written and verbal communication skills
- Flexibility and adaptability
- Depth of understanding/experience in drowning or related sector i.e. injury prevention, public health

Applications will be considered on submission, and will close formally on Friday 15 June 2019.

Job Description:

Research, policy and a culture of evidence based advocacy and decision making are central to reducing drowning and promoting swimming, water safety and lifesaving across Australia. The impact

Duty Statement

and effectiveness of Royal Life Saving research, campaigns, policies and programs depends on our ability to create, communicate and partner across a range of research and policy disciplines.

Our work is guided by the Australian Water Safety Strategy, which we develop and promote alongside a range of sectors and Government Partners. We are equally passionate about promoting the many health, social, and economic benefits of participation in aquatics.

The position of National Manager Research and Policy is responsible for ensuring our focus is informed by evidence. Key to the role is the development and implementation of the Royal Life Saving research and policy strategy, which utilises a broad range of research disciplines, processes and partnerships.

Understanding and influencing the external policy environment is a critical component of water safety policy, program and campaign advocacy. The development of policy statements, position papers and research reports assists to identify and influence various stakeholders and improve the effectiveness of the strategies utilised across Australia to reduce drowning. Utilising the media is key to this aspect of the position.

Royal Life Saving works with an extensive network of State and Territory Member Organisations (STMOs), Industry Stakeholders, Government, Institutions and Partners. The ability to create and inspire networks is important to the success of this role, as is the ability to forge a range of external research and policy based partnerships that focus on achieving our objectives.

Scope of Duties:

- 1) Drive drowning prevention research, policy and advocacy programs in partnership with organisational, government, institutional and industry partners.
 - Identify new program opportunities through consultation, investigations and via partnerships
 - Develop, review and adjust initiatives in partnership with management, committees and industry

- 2) Oversee the production of drowning research publications including the Royal Life Saving National Drowning Report, and longitudinal investigations into the patterns of drowning across Australia.
 - Conduct investigations and produce reports on a range of drowning issues
 - Interrogate data to identify issues and themes for further investigation and to establish priorities
 - Respond to data enquiries and assist in drowning related research with STMOs
 - Conduct media and advocacy activities to support dissemination of research and policy positions
 - Explore innovative ways to communicate data including through the use of video and animated infographics

- 3) Develop, review and promote RLS policy and research in drowning prevention and water safety
 - Provide policy based advice to management, STMOs and external Committees
 - Conduct research into policy related areas
 - Develop internal and external issue papers and academic articles
 - Support and participate in RLSS media and communication activities

- 4) Oversee the Royal Life Saving National Fatal Drowning Database, ensuring the accuracy and completeness of records, and effective liaison with stakeholders including the National Coronial Information Service (NCIS), maintaining ethical approval for access to data, including adherence to strict ethical protocols in storage, use and reporting of data

- 5) Provide research and policy based advice and support to RLSSA and drowning prevention partners.
 - Facilitate national workshops, symposiums and committees
 - Contribute research and policy perspectives to other networks, committees and workshops
 - Initiate and respond to research and policy development opportunities

Duty Statement

- 6) Write submissions and proposals to secure resources for research and policy development.
- Identify grant and funding opportunities
 - Write and/or contribute to submissions
 - Support Management and STMOs in securing and/or justifying funding

Responsible To: Chief Executive Officer

Subordinate Staff Directly Supervised: Senior Research and Policy Officers x 3

Subordinate Staff Indirectly Supervised: Nil

Works directly with: Executive Team Managers, Senior Project Officers, Communications Executive and research networks

Limits of Authority:

- Limited to scope of duties as listed above.
- Responsible for managing the health and research budgets.

Qualifications Required:

- PhD or Masters level qualification in a Public Health, Research or Policy related discipline.

Experience Required:

- A minimum of five years of experience in a public health, research or policy related environment
- Experience conducting, managing and/or coordinating research
- Experience with IBM SPSS is desirable.

Skills required:

- Knowledge of public health and policy development environment
- Ability to establish relationships with and influence health related partners
- Ability to develop, supervise and manage research, policy and advocacy projects
- Ability to write reports, articles and funding submissions
- Highly developed written and verbal communication skills including experience in conducting literature reviews, research reports and/or discussion papers
- Knowledge of drowning prevention policy, drowning data and advocacy is an advantage
- Collection, management, analysis and reporting of drowning data

Performance Evaluation:

- An employee performance appraisal and salary review will be conducted annually.

Reporting:

- Provision of a written quarterly report on the progress of objectives set in the Work Plan to the CEO
- Provision of an annual report against agreed objectives to the CEO

Duty Statement

Approved By:
(Chief Executive Officer)

Date:

Acknowledged By:

I have read and understand the above responsibilities.

Name:
(Please Print)

Signature:

Date: