Position Description

Created: 1 July 2019

Position Title: Policy and Research Officer, NHMRC National Institute for Dementia Research

EFT: 1.0

Department: NNIDR

Location: Canberra, ACT

Position reports to: Director, NNIDR

Position supervises: Nil

Purpose of Position:
The role of the NNIDR Policy and Research Officer is to ensure that the new research capacity and collaborative networks established through the NHMRC National Institute for Dementia Research are developed and maintained as a lasting legacy of the Federal Government’s Boosting Dementia Research Initiative.

Reporting to the Director NNH, the NNIDR Policy and Research Officer will have strong knowledge and understanding of dementia research in Australia today from their own research background in one or more of the NNIDR’s priority areas, or they will be able to demonstrate the capacity to rapidly acquire that knowledge.

They will also be in a position to advise on and set in place the best forms of support to strengthen and grow capacity in pre-clinical, clinical and translational dementia research. They will bring to their role a capacity to consolidate existing stakeholder engagement toward research collaborations and partnerships and create new stakeholder relationships. Ideally this will include knowledge and experience of involving the public and patients in medical research towards improved translational outcomes.

Position Objectives and Responsibilities

Responsibilities

Provide research and policy support to the Director and Assistant Director in developing and delivering NNIDR’s ambitious dementia research development program:

- Work with and through NNIDR advisory committees, NHMRC and Dementia Australia to monitor and advise on the Australian dementia research environment, identifying current and emerging issues and recommending actions to address identified gaps and opportunities;
- Identify, recommend and secure opportunities for Australian participation in international dementia research and translation initiatives;
• Form and/or provide research support and coordination to working groups comprised of expert advisors and stakeholders to advance strategies in areas of identified need

• Finalise and implement NNIDR’s Community and Consumer Action Plan, such that those Australians whose lives have been impacted by dementia, and who seek to play a role in the research effort, become a high priority cohort within the NNIDR membership network and resource for Australian dementia research;

• Finalise and implement NNIDR’s Knowledge Translation Program, such that the evidence generated from the Government’s $200 million investment in dementia research is captured and translated into improved prevention, treatment and care outcomes;

• Work with other sector stakeholders to develop and deliver well-targeted, high quality researcher development programs and other educational opportunities for all membership categories;

• Provide support to the program (and other programs if required) by collation of submissions, distribution of meeting papers, taking minutes and distribution of minutes and agendas;

• Consider, advise on and implement other initiatives aimed at delivering NNIDR member value

Qualifications:
Postgraduate qualification in one or more of the NNIDR’s priority areas preferred.

Key Selection Criteria:
1. Strong knowledge and understanding of dementia research in Australia today from their own research background in one or more of the NNIDR’s priority areas, or the demonstrated capacity to rapidly acquire that knowledge*

2. Demonstrated strong experience in developing and implementing strategies aimed at strategically building stakeholder engagement through the provision of excellent professional services, preferably in a research, government or not-for-profit context*

3. Proven experience of working within a complex operating environment to deliver excellent outcomes, including working with and through expert advisory groups/boards and where attention to detail, observance of confidentiality in dealings, and the provision of quality advice for decision making are critical factors*

4. Proven ability to successfully work under pressure in a high volume environment and effectively manage competing priorities to meet deadlines*
5. Strong written and verbal skills (including preparation of detailed reports and business cases) with demonstrated experience in preparing detailed information for management and governing bodies, and preparing executive advice*

6. Demonstrated understanding of and a commitment to observing relevant public sector process requirements and policies

7. Success in developing and delivering researcher development programs that are responsive to needs

8. Demonstrated commitment to making a positive difference in the lives of people with dementia, their families and carers through research

9. Experience in membership or constituency development in a university or not-for-profit context

* Key Selection Criteria

**Conditions of Employment:**
- A three month qualifying period applies to all new incumbents.
- Salary packaging is available.

**Additional Requirements:**
The (prospective) employee will be required to:
1. Maintain a current driver’s licence in the relevant state.
2. Provide evidence of entitlement to work in Australia, the maintenance of such entitlement being critical to continuance in the role.
3. Undertake a Police Check prior to being offered the position.
4. Be flexible in work hours at times to meet the reasonable demands of this position.
5. Be willing to undertake travel as may be required with the position.

**Signatures:**
The employee’s signature indicates:
- that the employee has read, understood and accepted this Position Description.
- that the employee is not aware of any condition (physical or psychological) which may negatively impact on his/her ability to carry out the duties as described.

**Employee:**

Name: ____________________________  
Sign: ____________________________  
Date: ____________________________

**Manager:**

Name: ____________________________  
Sign: ____________________________  
Date: ____________________________