

# Position description

<b>Position title:</b>	Learning and Development Manager
<b>Date established:</b>	January 2014 (revised May 2015)
<b>Reports to:</b>	Deputy Director, the Australian Prevention Partnership Centre
<b>Direct reports:</b>	Nil

## Background

The Sax Institute is a national leader in promoting the use of research evidence in health policy. A non-profit organisation, we aim to improve health and wellbeing by driving the use of research in policies, programs and services. We support organisations to use evidence to inform their work, we build research infrastructure that generates new knowledge for use in decision making and we lead the development of knowledge about how to increase the use of research. We are not a research institute but rather, a transformative organisation established to develop innovative ways of better engaging research and policy.

The Australian Prevention Partnership Centre (the Prevention Centre) is responsible for making the evidence about prevention of lifestyle related chronic disease readily known and for using this information to activate an efficient, effective and equitable prevention system across Australia. It is a collaboration involving many of Australia's internationally leading researchers in prevention, with 31 investigators from five states and territories and more than 20 universities, and government, non-government and private sector agencies. It is jointly funded by the National Health and Medical Research Council (NHMRC), the Australian Government Department of Health, NSW Ministry of Health, ACT Health and the HCF Research Foundation. The Prevention Centre is administered by the Sax Institute (Sydney) and co-hosted as a partnership between the Sax Institute and the Centre for Excellence in Intervention and Prevention Science (Melbourne).

Commencing in June 2013, the Centre is a national initiative that is identifying new ways of understanding what works and what doesn't to prevent lifestyle-related chronic disease. With funding of \$22.6M over 5 years the Centre's work is co-produced by academic researchers, health system practitioners and policy makers from across Australia. There is a strong focus on learning from action bringing a systems perspective to planning, implementation and evaluation of action to prevent chronic disease.

The Centre work plan includes four standing capacities in evaluation, valuing prevention, evidence synthesis and systems science and implementation and an annual set of linked projects. Projects will be undertaken from multiple sites and with varying investigators. These will need to be undertaken within defined budgets and timelines.

## Purpose of position

A key role of the Prevention Centre is to develop the capacity for research, evaluation and evidence-based practice within the prevention workforce and for applied research within the researcher community. The Learning and Development (L&D) Manager will work with the Leadership Executive and Centre Investigators to:

1. Identify, develop and implement formal and informal capacity building activities with the chronic disease prevention workforce. This includes: both researchers as well as policy and program practitioners working in the areas of tobacco, alcohol, nutrition and physical activity. Priority will be given to the Centre's Chief Investigators, staff and partner organisations.
2. Link and facilitate learning and knowledge to action across the research projects of the Centre.

### Key accountabilities

The L&D Manager will be based at the Sax Institute as part of the Coordinating Centre of the Prevention Centre, which includes the Director, Deputy Director, Communications Manager, Program Manager, Project Officer and Administration Officer. He or she will report to the Deputy Director.

### Responsibilities

The L&D Manager will work with Centre investigators, staff and government, non-government and university partners to:

- Identify, provide advice on, develop and implement innovative learning activities that will meet the capacity building objectives of the Centre. These activities will focus on population-level evaluation and research methods, systems applications in public health, economic evaluation, economic methods in public health and population health science communication.
- Identify and establish relationships with groups and leaders who could support this work
- Work with Centre investigators to proactively recognise key learnings in their work and develop opportunities for championing the knowledge to action cycle for the preventive health system
- Together with Director, Deputy Director and Program Manager, evaluate the capacity building activities

A **Learning and Development Plan** has been established with key activities for 2015 calendar year. The L&D Manager will build on this plan and implement the activities which include:

- Cross agency implementation exchanges with a focus on evaluations for complex public health programs and economic evaluations for health
- Establishing networks / communities of practice, one with a focus on evaluations for complex public health programs and the other systems science and methods in public health
- Development and country-wide implementation of an introduction to systems workshop
- Supporting a systems modelling masterclasses to be delivered by international experts to those interested locally
- Provide support to the Charles Perkins Centre Unit Coordinator in the development of their unit 'Nature of Systems'.
- Supporting the development of the programs for the Investigators Forums (2 x year), Research Network meetings (4 x year) and international keynotes
- Supporting and coordinating the establishment of scholarships for doctoral students
- Identifying how webinars might be able to support capacity building within the various networks/communities of practice or meetings mentioned above
- Identifying opportunities to arrange short term placements to encourage skills exchanges between researchers and policy and a better understanding of each context
- Ensure **learning products** are developed to share learning from activities more broadly, these may include quick guides/toolkits/articles/videos/educational materials on the website, moderated online forums, media releases, policy briefs, conference presentations, peer reviewed papers, reports or documents.

### External relationships

The L&D Manager will work collaboratively with the Centre's government, non-government and university partners.

### Decision making and delegation

The L&D Manager will have decision making and delegations as specified by the Deputy Director.

### Essential selection/performance criteria

- Tertiary qualifications in a relevant discipline
- Training and/or experience in adult learning
- Senior experience in learning and development in a health research or policy environment
- Demonstrated leadership skills and a strategic orientation
- Demonstrated capacity to set and manage priorities in a high activity environment
- Outstanding communication, consultation and negotiation skills and ability to be responsive to a diverse range of internal and external stakeholders
- Ability to exercise initiative and judgment

### Desirable

- Experience in prevention and public health
- Knowledge and understanding of the national and state health systems and relevant policy developments including population health initiatives and programs
- Understanding of/ or commitment to working in a non-profit organisation