



Position Description

Research Development Manager (Mobile)

Role title	Research Development Manager (Mobile)
Status	Temporary part-time—6 months with an option to extend for 6 months Please note, future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process
Hospital and Health Service Location	Wide Bay Hospital and Health Service Hervey Bay Hospital
Salary	Hourly rate: \$57.1855 - \$61.3724 (temporary, part time, 0.2FTE)
Closing date	20 February 2019 Applications will remain current for 12 months Applications will remain current for the duration of the vacancy
Contact name	Tegwen Howell
Contact number	(07) 37205700
Online applications:	Please send CV and cover letter to: Tegwen.Howell@emfoundation.org.au

About the Emergency Medicine Foundation (EMF)

EMF is an Australian not-for-profit organisation, dedicated to emergency healthcare research.

Our purpose is to support high-quality research directed at improving the care of patients in a medical emergency and to develop emergency healthcare research capacity nationally. Long-term, every Australian will benefit from our research programs.

Established in 2007, EMF administers two research programs, funding innovative, evidence-based research with the potential to improve clinical practice in the short-term as well as deliver economic benefits to the healthcare system. In addition, we also run a Research Support Network (RSN) as well as helping to raise the profile of emergency healthcare research and the transfer of research outcomes into real and practical benefits for medical emergencies.

With \$2 million dedicated funding per year from Queensland Health, along with philanthropic and industry donations, this small organisation has invested more than \$14 million in emergency healthcare research since 2008. EMF has also committed a further \$2 million to developing and running a Research Support Network in Queensland.



Purpose of the Role

The purpose of the position is to foster, develop, enhance and provide strategic management of research by emergency medicine researchers across Wide Bay Hospital and Health Service. The mobile Research Development Manager will form part of the Emergency Medicine Foundation (EMF) - Research Support Network (RSN), which will consist of a number of mobile Research Development Managers across Queensland and the RSN Manager based at EMF.

Organisational Relationships

The Research Development Officer reports to the Manager of the Research Support Network (EMF), for workload management and performance planning and review, and will advise and assist EMF when required.

The Mobile Research Coordinator will provide support to Bundaberg, Hervey Bay and Maryborough Emergency Medicine Departments.

Key Duties and Accountabilities

- Lead the development, delivery and ongoing evaluation of education and training initiatives related to research and evidence-based practice across multiple disciplines, divisions and facilities within Wide Bay Hospital and Health Service and engage with other professions and agencies as appropriate.
 - Provide authoritative counsel to advise and inform strategic level management processes for allied health research and evidence-based practice initiatives operating across the facilities of Wide Bay Hospital and Health Service and maintain formal links with stakeholders external to the organisation e.g. training organisations, universities.
 - Ensure that EMF funded and related research projects, management, implementation, evaluation and reporting are being conducted in line with agreed protocols and timetables to achieve established milestones.
 - Liaise with Human Research Ethics Committees and Research units and manage submissions and reporting across multiple sites in Queensland.
 - Provide high level support to the emergency medicine researchers to assist in set-up, monitoring and evaluating the ongoing progression of the research within the Emergency Departments relative to budgets and milestones.
 - Liaise with relevant Queensland Health stakeholders to ensure project management, project funding and contractual matters are conducted in line Queensland Health policies and guidelines and enable optimal outcomes from research activities.
 - Develop and maintain internal and external research partnerships and collaborations that benefit emergency medicine research and Queensland Health.
 - Coordinate the provision of research assistance and operational assistance within each of the Emergency Department research programs, encouraging collaboration and resource sharing in support of research projects.
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- Contribute to increasing the quality of Emergency Medicine Research and be the primary resource contact for the management of study design, research methodologies, ethics, governance, data, analysis and other retainable information within the Research Support Network Hub.
- Represent and Champion Emergency Medicine Research at a range of forums to internal and external audiences and committees and where necessary undertake training and information seminars.
- Build and maintain a positive research culture in Emergency Departments alongside the other research staff employed for specific studies, assisting in knowledge sharing, development and support for all interested in Emergency Medicine Research (clinicians, nurses, allied health and research support etc).
- Ensure that all Emergency Departments and emergency medicine researchers in the RSN Hub are actively engaged and supported in their endeavours towards research.
- Be an integral member of the EMF Research Support Network, collaborating with other RSN Research Development Officers to engage, build and support emergency medicine researchers to achieve quality research and translation of better ways to save lives in medical emergencies.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Take reasonable care for your own health and safety and take reasonable care to ensure that your acts or omissions do not adversely affect the health and safety of others.

Mandatory qualifications/Professional registration / Other requirements

The successful applicant must have education, training and experience equivalent to a postgraduate research qualification in Health or a relevant discipline. Post graduate research qualifications are highly desirable.

How you will be accessed

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under '**Key Duties and Accountabilities**', the ideal applicant will be someone who can demonstrate the following:

- Demonstrated recognised expertise, knowledge and skills in healthcare research and evidence-based practice obtained through formal qualifications, post graduate education or significant professional activities.
 - Demonstrated ability to communicate effectively using high level written, oral, interpersonal and negotiation skills to provide authoritative counsel in matters relating to research and evidence-based practice to both internal and external stakeholders.
 - Demonstrated ability to provide active leadership and collaborate across multiple health teams to meet organisational goals including the application of change principals and processes.
 - Demonstrated ability to contribute to complex strategic planning across multiple speciality areas or multiple service sites.
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- Knowledge of the current research funding environment including national research policies and compliance, intellectual property and the management of research grants and contracts would be desirable.
- Demonstrated track record in peer reviewed publications, conference presentations and other research outputs/outcomes is desirable.
- Evidence of successful grant applications including capacity to attract external research funding would be highly desirable.

Additional information Pre-employment screening

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment.

Corrective Services criminal history checks

Persons engaged in the Offender Health Services Branch or providing health services in correctional facilities are relevant persons under the *Corrective Services Act 2006*. Division 2 of the *Corrective Services Act* requires **all** relevant persons to undergo a Corrective Services criminal history check to assess their suitability to undertake work in a QCS facility.

From 1 July 2008 a Corrective Services criminal history check is to be conducted on any person to be engaged by Offender Health Services Branch or to provide health services, for example mental health or oral health services, for any duration in a Queensland Corrective Services (QCS) facility.

A person under this policy includes permanent, temporary and casual employees, agency staff/locums, consultants and independent contractors, students and education provider student supervisors, and volunteers.

Health professional roles involving delivery of health services to children and youth

All relevant health professionals who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.

Disclosure of Previous Employment as a Lobbyist

Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <http://www.psc.qld.gov.au/library/document/policy/lobbyist-disclosure-policy.pdf>

Disclosure

Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the [Workers' Compensation and Rehabilitation Act 2003](http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003) (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>).
