



Position Description: Senior Manager – Information & Translation

Company Overview

RDN's purpose is to improve access to quality healthcare for people in remote, rural and regional New South Wales (NSW) by building the NSW rural primary health workforce, working with communities on locally-driven solutions and advancing the capacity and capability of the rural primary healthcare sector.

RDN is a values-based equal opportunity employer. We actively promote the employment of people with disability, Aboriginal and/or Torres Strait Islander peoples and other diversity groups. Our values, which act as a guide for our behaviours and engagement with colleagues, partner organisations and communities, include:

- Integrity – We live and work by a set of ethical standards and behaviours.
- Accountability – We commit to being responsible for our actions.
- Collaboration – We share and contribute to collective processes to create more effective practice and achieve specific goals and outcomes.
- Adaptability – We are agile and responsive to changing needs in order to create solutions and make a positive difference for our stakeholders.
- Excellence – We strive to achieve and maintain high quality standards in our relationships and services.

Position Overview

Position Title	Senior Manager – Information & Translation
Reports To	General Manager
FTE	Full-time (initial contract term to be confirmed)
Level	To be determined, commensurate with experience
Location/RDN Office Base	Newcastle (Hamilton) or Sydney (Mascot) office
Direct Reports	Programmer/Systems Developer x 4 Senior Data Entry Officer x 1 Admin Officer (Data Entry and Systems Testing) x 1
Role Overview	Lead RDN's data intelligence systems, the internal Information Management System (IMS), academic and industry collaborations, and research and knowledge translation activities to support achievement of RDN strategy and organisational objectives.

Key Responsibilities

Key Area	Key Responsibilities	Agreed Measures
Data Intelligence	<ul style="list-style-type: none"> Lead RDN's evidence gathering processes and develop systems to transform data into information, information into knowledge, and knowledge into value. Lead the implementation and enhancement of RDN's industry surveys. 	<ul style="list-style-type: none"> Enhance and implement RDN's rural GP and Practice Manager surveys. Investigate and instigate new surveys and data sets to inform practice (for example, RDN stakeholders and other rural health professions). Source value-adding evidence and data through collaborations, partnerships and maximising RDN staff involvement. Coordinate data analysis, interpretation, dissemination and translation to practice activities.
Research, Evaluation and Translation Activities	<ul style="list-style-type: none"> Lead the development of RDN's strategic involvement in targeted rural primary research. Develop and foster evidence-based practices within RDN and partner organisations. Develop, support and track quality improvement and evaluation mechanisms across RDN programs and services. 	<ul style="list-style-type: none"> Establish RDN's strategic involvement in targeted rural primary research. Oversee RDN's research and research partnership protocols. Coordinate RDN's knowledge dissemination plans. Establish mechanisms that encourage and support research, evaluation and quality improvement. Support and monitor RDN program evaluation plans and activities including centrally coordinated survey and evidence-building.
Management of RDN's Information Management System (IM)	<ul style="list-style-type: none"> Oversee the maintenance and development of RDN's IM operations. Oversee the effective and efficient development of RDN's core module. 	<ul style="list-style-type: none"> Ensure IMS services meet the needs of RDN internal and external stakeholders. Ensure data security and legislative compliance. Manage the IM team. Ensure effective usability for internal and external stakeholders. Maintain core functionality, design and implementation of new modules and legacy integration.

Key Area	Key Responsibilities	Agreed Measures
Sustainability	<ul style="list-style-type: none"> Develop and implement initiatives, relationships and practices which effectively embed and sustain knowledge management and translation within RDN's long-term strategy and operations. Lead RDN's university, academic and other relevant industry institution partnerships. Ensure effective internal relationships and impact. 	<ul style="list-style-type: none"> Explore grant and other revenue generation and mutually beneficial partnerships. Demonstrate and articulate impact and results to support achievement of RDN's and partners' strategic objectives. Develop long-term strategic relationships with university, academic and other relevant industry institutions. Target project and research grant initiatives. Demonstrate influence on practice approaches for more improved outcomes. Understand and support RDN's program priorities and needs.

Person Specification and Key Selection Criteria

Essential Criteria	
Experience	<ul style="list-style-type: none"> Postgraduate qualifications and a minimum 5 years' experience working in a similar role or extensive experience leading a complex multi-partner research/quality improvement project.
Industry Knowledge and Network	<ul style="list-style-type: none"> Comprehensive knowledge of Australia's health and medical research system including research funding and policy-setting mechanisms. Understanding of Australia's rural health industry and challenges. A strong network of key national and international researchers and research organisations. A commitment to Aboriginal health and demonstrated understanding of cultural awareness and safety.
Data, Research and Knowledge Translation	<ul style="list-style-type: none"> Demonstrated ability to analyse, translate research and practice-based evidence including experience with dissemination and education processes to impact utilisation of new knowledge. Demonstrated ability to analyse workflow, interface, data schema and other enablers and barriers to the availability of high quality data for decision support. Experience in performance measurement and improvement, using various types of data (e.g. administrative, survey, etc).

Presentation and Interpersonal Skills	<ul style="list-style-type: none"> • Excellent representational and interpersonal skills including the ability to communicate effectively with, and influence, people at all levels (across all levels of the sector) and to liaise authentically with communities. • Demonstrated ability to communicate effectively with health professionals, people living in rural and remote communities and Aboriginal and/or Torres Strait Islander peoples. • Outstanding writing skills and the ability to produce high quality position papers, research summaries, submissions to government and other key stakeholders.
Management	<ul style="list-style-type: none"> • Demonstrated ability to lead and inspire small teams to work effectively and productively. • Experience in developing and successfully implementing business unit strategies and work plans. • Demonstrated ability to successfully lead, organise and deliver projects.
Personal	<ul style="list-style-type: none"> • Current driver licence. • Availability for regular state-wide travel. • Understanding of, and commitment to, RDN's values – Integrity, Accountability, Collaboration, Adaptability and Excellence.
Desirable Criteria	
<ul style="list-style-type: none"> • PhD or equivalent in relevant discipline. Relevant disciplines include Public Health, Clinical Science (Medicine, Nursing, Allied Health), Health Policy, Health Sciences (Health Education, Promotion, Planning or Policy), Epidemiology, Biostatistics, Social Sciences and Communications (knowledge exchange/translation/mobilisation, evaluation/outcomes measurement). • Experience supporting clinical practice in a primary care setting (e.g. knowledge synthesis, translation and exchange; determinants of health and health equity; change management and communications). • Experience in a management role in a not-for-profit environment. 	

Key Competencies

Category	Description	Ranking
Research	The ability to identify relevant sources of information. Effectively using data and research to reach informed, effective decisions.	Essential
Commitment to Excellence	Accuracy and actively seeking new ways of working to improve productivity.	Essential
Strategic Management	Evaluating data to gain business insight. The ability to analyse multiple processes and systems simultaneously.	Essential
Results Orientation	Takes responsibility and accountability for achieving required actions and/or outcomes. Keen to complete tasks and see things through to the end.	Essential
Innovative Thinking	An effort to improve performance by doing new things. It includes a willingness to try out different solutions, the ability to go beyond the conventional and champion innovation and encourage new ideas from employees.	
Communication	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	Essential
Change Management	Helping others to manage the emotional impact of change. Embracing change and proposing more effective ways of working.	Essential
Collaborative Working	Expressing an interest in others' experiences and ideas. Working to build strong channels of communication with outside agencies/departments that may later be of assistance.	Essential
Persuasive Techniques	Successfully addressing key concerns and presenting mutually beneficial solutions. Building successful relationships to ensure support during negotiations.	Essential

Conduct and Behaviour

RDN employees are required to perform their duties in line with RDN Values, RDN Policies and Procedures, relevant code of practice, professional standards and legislative requirements.

Date:

Date:

Signed:

Signed:

Senior Manager – Information & Translation

General Manager