

Position Description

Manager, Clinical Evidence

Functional department:	Heart Health
Reports to:	Director, Health Strategy
Direct reports:	4
Location:	Any capital city
Employment type:	Permanent, full time
Hours per week:	37.5
Position grade:	3
Effective date:	July 2020

Position Purpose

The purpose of this position is to contribute to the development of the Heart Foundation's clinical agenda and to lead and manage strategic clinical projects and the development of evidenced based position statements, policies and guidelines.

The position is also responsible for providing clinical content and advice to Heart Foundation departments including the wider Heart Health team; Marketing, Media and Communications (MMC); Development; and Advocacy, Government Relations and Public Policy (AGRP).

All Staff Responsibilities

1. Recognise the importance of our customers by being committed to listening and seeking to understand the changing needs of the community and our stakeholders;
2. Work in accordance with the Heart Foundation mission, vision and values;
3. Show respect to others, their roles and goals, and ourselves;
4. Strive for ongoing improvement and respectfully challenge to enable better outcomes;
5. Recognise we are advocates of the Heart Foundation;
6. All take responsibility for the acquisition of new donors;
7. Fulfil our role to the best of our ability, including a focus on quality and the consumer;
8. Are honest, collaborate and support each other; and
9. Create the environment and culture that encourages people to perform at their best and thrive at work.

Key Accountabilities

Key areas of accountability to ensure our success:

1. Establish and maintain strong working relationships with the Heart Foundation's Chief Medical Advisor and key internal and external stakeholders (including honorary committees and expert groups) to facilitate the development and implementation of the Heart Foundation's clinical agenda.
2. Keep up to date with current and emerging cardiovascular clinical issues, research, and evidence and provide strategic advice to the Director, Health Strategy; Manager, Research; and the General Manager, Heart Health on the impact and implications for the Heart Foundation.
3. Lead and manage the development of new and the periodic review of existing clinical position statements, policies and guidelines to maintain the integrity of the Heart Foundation's evidence base.
4. Work in an agile fashion with other senior members of the Heart Health team to frame appropriate responses to new or emerging issues related to the clinical management of CVD patients e.g. COVID-19.
5. Oversee the development of material to support the dissemination and implementation of position statements, policies and guidelines such as FAQs, conference posters, presentations and other collateral.
6. Approve externally facing clinical content for the Heart Foundation and work with Health Heart and MMC staff to translate it for a range of different audiences from health professionals through to consumers.
7. Liaise with the wider Heart Health team and with MMC, Development and AGRP to identify opportunities to leverage clinical content into relevant programs, projects and campaigns.
8. Lead the Clinical Committee and the interface with other Heart Health Committee to ensure effective governance and two-way communication of clinical information.
9. Lead, manage and motivate a small customer centric, high performing team and support the ongoing personal and professional development of team members. Ensure the team is up to date with current and emerging cardiovascular clinical issues and research.
10. Manage the budget for the Clinical Evidence Team

Key Stakeholder Responsibilities

The key roles this role has to interface with to ensure our business success are:

Interface with	Description
Heart Health teams including Research	Identify and take advantage of opportunities to leverage clinical content into other programs and projects.
Chief Medical Advisor	Seek and provide advice on clinical cardiovascular issues and content for use across the organisation.
MMC and Development	Understand and meet their requirements for clinical content for campaigns, media and other communications
AGRP	Support advocacy to ensure advocacy strategy and output reflects the best available evidence.
Clinical Committee	Ensure the efficient and effective operation of the committee including communications with Heart Foundation management and Heart Health Committees.
Expert Groups	Manage relationships to facilitate expert input including the interpretation of research findings.

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Qualifications, Skills, Knowledge and Experience

Qualifications

Tertiary qualification in a medical or health science field or cardiac care.

Skills, Knowledge and Experience

Demonstrated understanding of the prevention and treatment of cardiovascular disease as well as clinical terminology.

Demonstrated experience conducting evidence reviews and developing clinical positions, policies and guidelines.

Sound knowledge of research methodologies and the evaluation and interpretation of research findings.

Demonstrated project management skills with the ability to prioritise and organise team and individual workloads.

Excellent stakeholder management skills with the ability to work cross functionally.

Excellent communications skills with the ability to synthesise complex information and present it in a logical and easy to understand way for a variety of audiences including government, committees, health professionals and consumers.

Demonstrated experience in team management

General requirements

Commitment to Workplace Health and Safety and compliance with Heart Foundation systems.

The flexibility to travel and/or to work after hours in support of Heart Foundation initiatives.

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