Position Description

Position Of	Knowledge Translation Manager	
Incumbent	Vacant	
Reports To	CEO	
Time	Full Time.	
Reports	Research Lead/Education Systems Manager/Content Writer/Curriculum Developer	
Approved By	CEO	October 2020

1 Organisational Environment

Our Values

The Epilepsy Foundation is committed to policies and practices that reflect and require respect for fellow workers a those we serve. To this end we aim to enact our values of:

- **Equity and access** – ensuring that people living with epilepsy get a fair go and can connect to appropriate supports and services
- **Participation and inclusion** – engaging people and building effective relationships based on a shared purpose
- **Resourcefulness and innovation** – seeking better ways to do more with the resources available to us
- **Trust and integrity** – displaying integrity in everything that we do thus enabling the people who rely on us to have confidence in our motives and abilities
- **Accountability** – fulfilling our responsibilities and obligations

Organisational Context

The Epilepsy Foundation (EF) provides support for people living with epilepsy and their families to help them live better lives as defined by them.

Our services include information, advice and support, case management, as well as education and training, social a psychological research and advocacy for and with people with epilepsy.

We work to raise awareness of epilepsy in organisations and in the broader community to reduce stigma and creat more welcoming and inclusive society.

EF is funded by the Federal Government to deliver Epilepsy Smart Australia Program (ESAP) services nationally through a network of service partners.

2 Position Summary

The purpose of this role is to oversee EF's Knowledge translation strategy and to support EF in harnessing, developing, sharing and effectively using external and organisational data, learning and knowledge to improve services and products, current practice and future developments.

The Manager role has responsibility for managing the research, knowledge acquisition and knowledge translation processes for the delivery of support and services to individuals and families living with epilepsy and sector staff working with individuals and families living with epilepsy.

The role is also responsible for managing the national deployment of knowledge transfer programs to EF's Service Partners and key stakeholders via a range of platforms.

In particular:

- Research and knowledge acquisition
- Development and management of a knowledge and content database
- Development of education and training systems and products
- Development of information resources and publications
- Development of content and curriculum.
- Administration of the research fund

3 Key Responsibilities

Work closely with the CEO within approved delegated authority to manage the effective transfer of knowledge across all EF services, extending the reach of EF while maintaining quality outcomes and managing organisational risks. Including but not limited to the following:

- Actively contribute to best practice delivery of professional services to clients and customers in accordance with EF's Service Delivery Model and Fee for Service structure
- Ensure activities of the Epilepsy Foundation are evidence based
- Grow and manage the Australian Epilepsy Research Register
- Administer the granting and acquittal processes of the Research Fund
- Undertake ongoing study waves into the impact of epilepsy on people's lives
- Produce reports and publications arising from waves
- Present EF research findings to various audiences including media, forums, conferences
- Evaluate published research globally and transform where relevant into knowledge translation activities within EF (programs, resources, training modules)
- Prepare position papers/proposals to government
- Lead the review and development of resources to support knowledge transfer using an outcome, evidence-based approach
- Investigate new trends and contemporary modes for knowledge transfer
- Develop and maintain a knowledge management process and knowledge and content database (one source of truth in consultation with the ICT Manager)
- Develop and grow education & training delivery programs and platforms for people across Australia living with epilepsy and for those who support them
- Continually review and refine online systems and processes including course development, knowledge translation content and modes of engagement, course accreditation, validation and evaluation
- Continually review and refine curriculum and related content to reflect contemporary best practice in education
- Liaise with Service Delivery Partners (SDPs) to achieve consistency of contemporary evidenced based information and to facilitate the national reach of training programs and resources
- Manage risk in areas pertaining to the role.

3.2 Leadership in business development

In conjunction with the CEO the role operates as a credible advocate for EF and its clients in dealings with government, partner agencies, community organisations and other key stakeholders: The Knowledge Translation Manager will:

- Develop and manage knowledge-related relationships with clients, customers and partners
- Ensure that information supporting service provision meets the needs of clients and customers
- Produce and maintain business plans to meet knowledge translation needs of EF, existing and future Service Delivery Partners
- Highlight EF's values, objectives and quality approach to promote the organisation to stakeholders as a provider of choice
- Foster relationships/partnerships with education partners and industry stakeholders
- Contribute to government service reviews, and participate in relevant peak bodies and professional forums as required.

3.3 Leadership in Projects

- Support the CEO in the delivery of key projects.

3.4 Leadership of staff

Work collegiately with others as a member of the Leadership Team to enable delivery of EF's/ESAP's service delivery model and business plan

- Provide EF staff with access to appropriate knowledge to assist them to fulfil their role and responsibilities in working with individuals, families, sector staff, schools and the disability and health sectors
- Ensure compliance with all policies, procedures and legal/legislative requirements
- Provide a supportive culture and work environment that is positive, healthy, safe and respectful of volunteers, staff and people living with epilepsy
- Provide staff induction and ongoing supervision to direct reports.

4 Position Dimensions

4.1 Level of Supervision/Accountability

The CEO monitors the performance of this position on a regular basis. The incumbent is required to demonstrate sound judgment to effectively prioritise the workload and to maintain a high quality in the service they provide.

The precise Key Performance Indicators will be determined through the Supervision and Support Program in conjunction with the Direct Line Manager (CEO). These can be varied from time to time depending on the focus required from the organisation.

A performance review will be held in accordance with the organisational procedures and policies.

4.2 Decision making authority

The incumbent has the authority to decide day-to-day work related issues within the key responsibilities and duties. A budget and expenditure responsibility may be allocated for particular activities of the role in managing income and expenditure. All other expenditure must be in line with the EF Delegation of Authority schedule. Any issues falling outside these areas are to be referred to the Direct Line Manager (CEO).

4.3 Flexible Work Hours and Travel (if applicable)

In order to meet the requirements of this role the Knowledge Translation Manager may be required to maintain flexible work hours and undertake travel.

5 Position Competencies/Selection Criteria:

A qualified person is required with the following expertise, knowledge, skills and attributes:

5.1 Personal characteristics

- Strong interpersonal skills
- Ability to relate to people from diverse social-economic, cultural and educational backgrounds
- Ability to work as part of a team, and lead a team
- High attention to detail.

5.2 Qualifications

- Qualifications: Relevant degree in business and/or education.

5.3 Knowledge and Experience

Demonstrated experience in:

- Knowledge translation within a health or education environment
- Curriculum design and development for face to face and online delivery
- Working with government departments, agencies, and stakeholders
- Leadership positions supporting multidisciplinary work environments
- Designing and managing projects from inception through to completion
- Applying business acumen and commercial expertise.

5.4 Professional Skills

- Strong negotiation, influencing and communication skills
- Advanced oral and written skills, confident with public speaking and able to address diverse audiences
- Systems thinker, able to view knowledge translation intersections across whole of business
- Strong skills in stakeholder relationship and partner management.

5.5 Technical Skills

- Confident with computer systems and a user of standard business applications – Office 365, including databases.
- Intermediate to advanced skills in learning management system (LMS)

Safety screening and other requirements specific to this role

Employment is subject to Disability Worker Exclusion Scheme requirements*	☒
Employment is subject to a satisfactory Police Check	☒
Employment is subject to a satisfactory Working with Children Check *Victorian Institute of Teaching (VIT) exemption does not apply.*	☒
First Aid Certificate	☐
Current Driver's Licence	☐

*As part of the pre-employment screening process, prospective employees must be checked to ensure they are not on the List.

Additional Requirements

- Nil.

Title	Name	Signature	Date
CEO	Graeme Shears		24/10/2020