



Position Description

Position Title	Research, Policy and Advocacy Manager
Employment Type	Part Time
Position Hours	20 hour per week (days and times to be negotiated) - onsite position
Reporting To	Chief Executive Officer
Award	Clerks—Private Sector Award 2010
Classification	Level 5

1.0 PURPOSE OF POSITION

The Neurosurgical Society of Australasia (NSA) is a professional not for profit organisation which promotes the study and advancement of the art and science of neurosurgery through education, training and research related activities.

This new role has been developed to assist the NSA in responding effectively on behalf of its members and trainees to challenges and opportunities within neurosurgery and the wider health sector. The role is responsible for undertaking research and preparing quality written submissions, papers and policy statements for various audiences based on that research, working in collaboration with our member neurosurgeons and trainees.

The role is also responsible for providing direct support and management of the research activities and trainees. This includes providing advice and support to researchers in their development and design of research projects, ethics applications and modifications.

2.0 KEY ACCOUNTABILITIES

Research Program

- 2.1 Provide advice and support to researchers in their development and design of research projects, ethics applications and modifications and to assist them in navigating the ethics process.
- 2.2 Develop and manage a database of research projects available to trainees undertaking research and assist them in identifying appropriate research projects.
- 2.3 Monitor the progress of trainees undertaking research and provide advice, guidance and referral to further assistance where required.
- 2.4 Identify external research funding opportunities or possible research collaborations and advise the NSA of availability. Manage any internal research funding opportunities.
- 2.5 Provide administrative support and guidance to the Research Committee.

Advocacy

- 2.6 Support the NSA's advocacy strategy, identifying opportunities for NSA input and submissions including to government and other inquiries. This includes submissions relating to the Medicare Benefits Schedule and the Medical Services Advisory Committee
- 2.7 Oversee and/or contribute to the development of papers, reports, and submissions to support the NSA's activities in education, training, and advocacy.
- 2.8 Support and undertake research activities and analysis under limited supervision either in conjunction with members (neurosurgeons), or where appropriate, independently.
- 2.9 Develop and manage the NSA's workforce initiative's, including maintaining up to date workforce projections and information.
- 2.10 Provide administrative support and guidance to the Neurotrauma Committee, responsible for developing neurotrauma policies and position statements.

Shunt Registry

- 2.11 Assist the Shunt Registry Manager in the preparation of the Shunt Registry reports and other publications. The Shunt Registry is a population based, multisite, bi-national clinical quality registry established by the NSA and administrate by the Shunt Registry Manager.
- 2.12 Assist the Shunt Registry Manager with ethics approval applications and compliance with operating standards and principles.

Other Duties

- 2.13 Other duties as allocated by the supervisor consistent with the classification of the position.
- 2.14 Comply with all workplace policies and procedures implemented in relation to health and safety, including contributing to and being involved in the NSA's ongoing management of health and safety and reporting.
- 2.15 Participate in Workplace Health and Safety Committee meetings.

3.0 SELECTION CRITERIA

- 3.1 Highly developed writing skills and demonstrated experience producing recommendations, project and implementation plans, briefing papers and reports.
- 3.2 High level negotiating and interpersonal skills and the ability to liaise and communicate effectively with a wide variety of stakeholders, individuals and groups.
- 3.3 An understanding of the Australian (and, ideally New Zealand) health systems, with particular reference to the issues impacting surgery.
- 3.4 A postgraduate qualification with subsequent relevant experience in research management, particularly human research ethics and research integrity or an equivalent combination of relevant experience and/or education/training.
- 3.5 Experience in human research and the development of human research projects, including ethical considerations in the conduct of the research.
- 3.6 Flexibility to work evenings to support working parties and committees which ordinarily meet out of normal business hours.