

Position Description

Research Impact Coordinator



Group	Research Excellence & Integration
Unit	Impact
Reports to	Head of Research Impact
Direct Reports	Nil
Work Location	HMRI Building, 1 Kookaburra Dr, New Lambton Heights
Employment status/type	(0.4 FTE)
Date (created or reviewed)	November 2024

Position purpose

Identifying the broader impact from health and medical research projects, programs and funding schemes is a necessary step toward understanding the 'return on investment' from the public and private resources allocated to this research.

HMRI has led research to develop and implement methodologies for measuring the impact from health research. The Framework to Assess the Impact of Translational health research (FAIT) is HMRI's approach to impact assessment. However, simply measuring impact itself does not accelerate or optimise it so the team are also leading efforts to embed impact into research projects, programs and grant schemes, from the beginning. This includes supporting and capability building HMRI affiliates to optimise the impact of their research and creating an impact culture that embeds integrated research translation and recognises and rewards impactful research.

The Research Impact Coordinator will work within our dynamic Impact team to deliver quality impact products and services to our partners and clients including:

- Coordinating the administration and processes associated with the set-up, project management and close out of all team contracted work
- Coordinating all marketing and communications from the team
- Coordinating required support from the HMRI Business Support Unit and Marketing and Communications
- Supporting the Head of Research Impact with project management and strategic business development activities as required
- Coordinating the delivery all capacity building initiatives including managing the maintenance and updating of all impact related resources
- Coordinating and assisting with the delivery of capacity building activities in the impact space including impact workshops and individualised researcher support

- Coordinating development of new capacity building offerings to support research translation and impact
- Supporting impact assessments using the FAIT methodology incorporating the Payback framework, economic analysis, and narratives, as required
- Supporting the application of FAIT in a range of settings including individual research projects, Centres of Research Excellence (CRE), medical research institutes, funders of health and medical research, policy organisations and health services

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Liaising with internal and external clients to scope out projects and manage expectations
- Liaising with key external collaborators and networks working in this space to optimise visibility of HMRI and potential business development opportunities
- Providing high level secretariat support for the Impact team including the coordination of team meetings and the collection of team metrics
- Coordinating all internal and external communication about the work of the team including internal newsletter submissions, LinkedIn communication, media etc
- Liaising with key internal stakeholders (e.g. grants development and marketing and communications) to ensure optimal synergy in the support provided to HMRI researchers
- Support the develop of program logic models from need to impact to help guide the application of FAIT and encourage translation and impact
- Interviewing end users and supporting the development of narratives to express the pathways to impact, context and to describe impact qualitatively
- Working collaboratively with colleagues and researchers to build capacity in the field of research impact including impact planning and assessment
- Developing new workshop content and resources as required to assist with capacity building in research impact and translation
- Assisting with the preparation of reports and publication of peer-reviewed papers related to the research findings and supporting grant writing as required
- Coordinating the maintenance and upgrading of the FAIT website and Thinkific platform modules

Assist with the delivery of services, as required, as part of the Research Impact team

Personal Attributes

- Initiative, good judgment and strong problem-solving skills
- Excellent organisational skills and the ability to work as part of a team
- Excellent project management skills including familiarity with Microsoft software packages and willingness to learn new systems at HMRI
- Excellent written and verbal communication skills, including an ability to interpret and translate complex issues
- Demonstrated ability to build and maintain positive relationships with a wide range of stakeholders
- Evidence of strong networks and an ability to build and maintain strong networks
- Strong mutual-gain negotiation skills, particularly in multi-stakeholder environments

HMRI expectations & legal compliance

- HMRI expects its people to contribute to the efficient and effective functioning of the organisation to meet HMRI and team strategic and operational objectives. This includes actively participating in the Individual Performance Plan and Review process, demonstrating appropriate and professional behaviour in accordance with HMRI's values and Code of Conduct, providing assistance to team members if required, and undertaking other key responsibilities or activities as directed.
- All HMRI employees are expected to:
- Make sound time management judgement in relation to prioritising work and meeting deadlines.
- Perform their responsibilities in a manner that reflects and responds to continuous improvement.
- Contribute to the effectiveness of the team.
- Take responsibility for personal career development and training.
- Read, understand, and comply with all HMRI policies, procedures, and reasonable direction, as amended from time to time.
- Ensure the reputation and integrity of HMRI is maintained at all times.
- Maintain confidentiality at all times.
- Attend HMRI-related functions, meetings, seminars, and/or training courses as directed, from time to time, by your supervisor.

- Undertake risk management in accordance with HMRI's Risk Management Framework and actively support and participate in the risk management processes adopted by HMRI including identifying, analysing, and evaluating the risk that may impact HMRI.
- Demonstrate understanding of the principles of anti-discrimination, equity, work health and safety, and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies, and programs.

Other job-related information

Identification check

- The person appointed to this position will be required to complete a 100-point identification check and employment is subject to proof of the right to work in Australia.

Pre-existing injury

- The person appointed to this position will be required to disclose any pre-existing physical and/ or psychological injuries or disease that might be affected by employment in this position. This will assist HMRI in providing a safe work environment.

Additional hours

- The person appointed to this position may be required to undertake occasional work out of ordinary hours from time to time as may be required during the course of employment.

Qualifications and Skills

- A strong background in the health and research sector, either through direct work experience or related field of study
- An undergraduate degree in any health-related field including nursing, allied health, health or biomedical sciences or undertaking a post-graduate degree in a health-related field.
- Whilst not essential, an understanding of impact assessments, including impact metrics, economic evaluation techniques such as cost- consequences analysis, would be advantageous.
- High level computer skills particularly in Microsoft Word, Excel and PowerPoint

I confirm that I have read this Position Description, understand its content and agree to work in accordance with the requirements of the position. I also understand that this document is intended to provide an outline of the key responsibilities of the position and that aspects of the document may change over time.

Employee Name

Employee Signature

_____/_____/_____
Date