

Position Description

Position Title	Research Officer – OLD
Location	Brisbane
Team	Policy, Advocacy and Prevention
Employment Status	Full-time on a fixed term contract of 12 months
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services)
Level	3
Reports to	Program Manager - Occupational Lung Disease
Direct Reports	Nil
Version	December 2023

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the role. The key areas of responsibility and performance indicators are tied to performance review and career development. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

SECTION 1

OUR VISION

Lung Foundation Australia enables life-saving lung health and lung cancer research, and champions programs so that Australians with lung disease and lung cancer can live their best life.

OUR MISSION

By 2030, Lung Foundation Australia will be recognised as one of the world's most innovative and effective lung health charities and a fearless leader of lung health and lung cancer policy, programs and research.

STRATEGIC PILLARS

- Healthy lungs for all
- Australia's lung health research funding incubator
- Impactful and meaningful lung disease programs and support
- Valuing our people
- Purposeful leadership and ethical governance.

LUNG FOUNDATION AUSTRALIA VALUES

Our values are represented by **BE FAIR**

- **Bold** | be proactive and take risks that achieve our Mission.
- **Entrepreneurial** | be focused on outcomes and strive to find new ways of working, remembering we are profit-for-purpose.
- **Fair** | be equitable and work in the interests of all our stakeholders, particularly patients and their carers.
- **Agile** | be responsive and proactive to create positive change.
- **Innovative** | be inventive and find new ways of doing things that achieve our Mission.
- **Respectful** | be honest and work hard every day in every way – we are funded by the community they should expect nothing less.

OUR TEAM

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body. Lung Foundation Australia aspires to be an Employer of Choice. Lung Foundation Australia is entering a period of accelerated growth consolidating three years of strong performance which saw the Foundation named Non-Government Organisation of the Year in 2020 and The Voice Projects Best Place to Work over the last three years.

Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report <https://lungfoundation.com.au/about/annual-reports/>

We operate from three offices: Brisbane, Sydney and Melbourne with a national footprint established by our support and research programs. We are committed to work life balance and flexibility in the workplace.

As our impact grows with increased government and community funding so does our team and our army of volunteer supporters.

SECTION 2

PURPOSE OF THIS ROLE

The Research Officer will be responsible for leading the development and delivery of a National Occupational Lung Disease (OLD) Research Strategy, which will include the facilitation of two research forums and will oversee the development of a National Rapid Response Protocol.

This role will join the OLD team of the Policy, Advocacy and Prevention stream, which leads Lung Foundation Australia's national advocacy, policy and prevention agenda.

You will also contribute to the development of the HOPE Research Program to encompass the focus area of OLD. The main areas for development will be the translation of identified priorities in the OLD research forums.

The role will provide advice and critical support to the Program Manager – Occupational Lung Disease for the OLD grant (2022-2025) and the General Manager – Clinical Programs, Research and Evaluation for the HOPE Research Program. It will also work alongside the Administrative Coordinator who supports the HOPE Research Program.

SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)

Qualifications

This role is ideally suited to an individual with formal qualifications in public health and epidemiology, occupational hygiene, science, policy, psychology, education or a related field.

Experience

- Demonstrated experience working in research and coordinating research program activities (e.g., research assistant experience, managing or conducting research projects and/or coordinating research activities).
- Demonstrated experience in organising research forums/symposia/workshops or similar education events for a multidisciplinary audience.
- Previous experience engaging, developing and nurturing research relationships with existing and new stakeholders in a similar environment would be advantageous.
- Prior experience in the not-for-profit sector would enhance your suitability.
- Experience in OLD prevention, management, treatment or research will be highly regarded.

Knowledge and Skills

As the ideal candidate, your skills and attributes include:

- Outstanding and highly professional communication skills, both written and oral, with the ability to communicate effectively to a range of different audiences.
- Excellent interpersonal skills, with the ability to build relationships across a diverse range of stakeholders.
- Proven ability to work autonomously, collaboratively and cross-functionally across teams.
- Proven ability to prioritise multiple tasks and respond to changing priorities and short deadlines.
- Demonstrated experience in contributing to, or coordinating, consumer centred research projects and a high-level understanding of the value of lived experience in research.
- Proven ability to conduct high-quality literature reviews, collecting and analysing data (both qualitative and quantitative) and communicating findings for a range of audiences.
- High-level organizational skills, including meticulous attention to detail.
- Familiar with the ethical conduct of research, data integrity and a strong sense of cyber awareness and safety.
- Experience in Microsoft Office 365 program.

- Understanding, or ability to rapidly acquire knowledge of, occupational lung diseases, including an understanding of how it applies to health and work health and safety legislation.
- Understanding, or ability to rapidly acquire knowledge of, workplace health and safety regulations and factors impacting rapid multi-level response to emerging workplace health risks.
- Knowledge of Salesforce data base software is advantageous but not essential.
- Ability to travel interstate to other office locations as required.

As part of your induction process you will be required to undertake the following:

- National Police Check
- Working with Vulnerable Persons Check

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section.

Key Areas of Responsibility	Performance Outcomes
National Occupational Lung Disease Strategy	<ul style="list-style-type: none"> • Conduct ongoing internal and external stakeholder mapping, in particular with researchers, to ensure LFA are well networked within the relevant communities and audiences. • Undertake a literature review to understand current research 'state' in OLD and determine research gaps. • Enhance and maintain an OLD Research Network to guide Priority Setting [of research gaps]. • Develop and maintain effective and impactful stakeholder relationships. • Facilitate the coordination of two research forums (online and face to face) and publish list of priorities useful for determining and driving a national research strategy for the prevention and management of occupational lung disease across high-risk industries. • Undertake research relevant to OLD to influence and advise Lung Foundation Australia on evidence-based recommendations. This research will assist in the delivery of the newly established Respiratory Care Nurse (Silicosis) and Social Work (Silicosis) Services and our national advocacy efforts in OLD prevention and management.

Development of a National Rapid Response Protocol (the Protocol)	<ul style="list-style-type: none"> • Establish an Expert Steering Committee to guide the development of the Protocol. • Conduct a literature review on Rapid Response Protocol models and frameworks. • Develop and maintain effective and impactful stakeholder relationships. • Prepare Terms of Reference and lead the facilitation of discovery workshops.
Enhancing the HOPE Research Program	<ul style="list-style-type: none"> • Further develop the HOPE Research Champions and Alumni Program to engage relevant researchers, industry partners, funders and broader stakeholders as a mechanism to promote information sharing and collaboration in strategic topic areas. • Implement forums/symposia that bring people together to consider research topics, to hear about advances in critical areas and to encourage more research activity in areas of high need. • Develop strategic partnerships that bring together funders, researchers, consumers and other relevant stakeholders to further research capacity in strategic topic areas such as OLD.
Program / project management	<ul style="list-style-type: none"> • Development of project plans that support agreed research, including developing schedules and estimating activities, resources and activity durations. • Program activities are effectively monitored, evaluated and data recorded on effectiveness of programs. • Reports are delivered to funders as per contract requirements. • Program activities are evaluated based on data received and improvements are planned for. • Assist in the organisation and coordination of external stakeholder meetings.
Stakeholder management	<ul style="list-style-type: none"> • Demonstrated effectiveness in working collaboratively with external stakeholders to achieve shared objectives. • Evidence of strong stakeholder engagement is evident in program management and delivery of activities. • Sustainable relationships are developed and maintained with scaffolding in place for ongoing engagement. • Partnerships are documented with Letters of Agreement or other relevant documentation.

Continuous quality monitoring and improvement	<ul style="list-style-type: none"> • Evidence of close monitoring of project activities and outcomes to improve quality of services and increase impact. • Timely communication regarding any issues of concern to Senior Manager and implementation of risk mitigation strategies as per project plan.
Team contribution and effectiveness	<ul style="list-style-type: none"> • Positive contribution to team environment through the demonstration of behaviours that reflect Lung Foundation Australia values – BE FAIR. • Work in a consultative manner with the senior leadership team and in collaboration with broader team to achieve goals. • Work synergistically within and across teams of Lung Foundation Australia. • Regular cross-organisation communication of program activity. • Participation in Lung Foundation Australia events and meetings as required. • Compliance with Lung Foundation Australia values, policies, procedures and statutory obligations.
Workplace Health & Safety (WHS)	<ul style="list-style-type: none"> • Compliance with legislative and Lung Foundation Australia WHS Policy. • Ensure a safe working environment for self and others, including when working from home.

SECTION 3

REPORTING RELATIONSHIPS

This is one of several positions reporting to the Program Manager – Occupational Lung Disease.

EXTERNAL RELATIONSHIPS

The Research Officer works with a variety of internal and external stakeholders to deliver projects and activities.

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the Program Manager – Occupational Lung Disease.

SECTION 5

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

(Employee name)

Date