

## POSITION DESCRIPTION

<b>POSITION:</b>	Health Workforce Research and Evaluation Officer (12 month fixed term position)
<b>AREA:</b>	Operations
<b>REPORTS TO:</b>	General Manager Operations
<b>DIRECT REPORTS:</b>	Nil
<b>CLASSIFICATION:</b>	Level 4

## RURAL WORKFORCE AGENCY, VICTORIA LIMITED (RWAV)

RWAV creates sustainable health workforce models that support Victoria's rural, regional and Aboriginal communities. We draw on trusted relationships, smart data and best practice to establish models that are capable, connected and tailored to the communities they serve.

## OUR MISSION

Develop and deliver solutions to enhance rural, regional and Aboriginal communities' access to health workforce

## OUR VALUES

It is integral for all of our employees to share in our values of **respect, trust, accountability, collaboration** and **innovation**.

## YOUR ROLE

The primary function of the Health Workforce Research and Evaluation Officer is to undertake appropriate evaluation of programs and services, data management, analytics and research to inform health workforce planning, needs assessment, service design, program implementation, outcomes measures and a range of other activities.

## KEY RESPONSIBILITIES

### Evaluation

- Develop, plan and implement evaluation across a range of RWAVs programs and services.
- Support the collection, storage and analysis of data associated with evaluations undertaken across RWAVs programs and services.
- Contribute and support RWAVs evaluation framework including the ongoing development, and the creation of tools and templates to assist with evaluation projects across the organisation.
- Work with program managers to ensure tangible measurable outcomes are embedded into planning and monitoring activity.
- Work with teams across the organisation to build evaluation capacity, embedding evaluation methods in programs and activities.

## **Research**

- Undertake literature review to support evidence based practice in the planning and delivery of programs and service planning across the organisation.
- Assist with qualitative and quantitative analysis of research data.
- Contribute to the development and execution of research projects from inception to completion.
- Creation of research reports and communication of findings including contribution to peer reviewed publications where appropriate.
- Provide a high level of support to staff across the organisation to support ongoing planning and development of programs and services.
- Develop effective timelines and milestones based on research aims.

## **Data Management and Collection**

- Coordinate data collection where required, and assist with the management of data storage, in accordance with RWAVs privacy policy.
- Assist with the overall management, collection and integrity of RWAV Health Workforce Data.
- Provide advice and recommendations to key managers on interpretation and use of health workforce data and information.
- Seek opportunities to collaborate with PHNs and other stakeholders for betterment of the RWAV Health Workforce Data.
- Provide baseline health workforce data reports on priority areas to identify areas of emerging needs, so that local evidence based solutions are implemented.

## **Data Analysis, Translation and Reporting**

- Ability to conduct and follow up surveys to contribute to the organisations minimum dataset and other research and evaluation activities.
- Provide support the Health Workforce Data Analysis in undertaking data analysis, interpretation and translation as required to support RWAV's business needs, including the development of the Annual Health Workforce Needs Assessment and Activity Work Plan.
- Assistance to source, interpret and analyse complex and sensitive population health data, health workforce data and health system performance information to inform our needs assessment process, local priority setting and the development of robust indicators and measures.
- Prepare a range of program relevant documents for key internal and external stakeholders, including the translation and interpretation of data into reports, briefings, and discussion papers.
- Collect and monitor information in the external environment on a regular basis.
- Use evidence and research to target and inform health workforce needs and influence access to and delivery of health services.
- Research, initiate and undertake the analysis of a range of data sets, including survey and administrative data collections, particularly relating to service and workforce supply and demand within the health sector.

## **Stakeholder Engagement and Relationship Management**

- Establish and maintain effective working relationships, ongoing communication and successful negotiations with key stakeholders, both internal and external.
- Liaise with internal and external data providers to ensure procurement and maintenance of up to date and relevant information to meet the needs of staff.
- Support the implementation of education and training to build the skills of employed staff and contracted providers (where applicable) including conducting evaluation in line with organisational evaluation framework.

- Build and maintain links with funding bodies, peak bodies and other relevant organisations.

## SELECTION CRITERIA

- Tertiary qualifications in evaluation, public health or a health related discipline, or equivalent experience in research, evaluation and health workforce data interpretation.
- Formal training or a sound working knowledge of research and evaluation methods and substantial experience and demonstrated ability in data collection, extraction, analysis, interpretation, presentation and reporting, particularly of large and complex data sets.
- Experience in the use of computer systems and software, such as Excel, Access, SAS, SPSS, NVivo for the storage, analysis and presentation of qualitative and quantitative data.
- A proactive approach to managing work in a complex environment, with excellent self-management and other organisational skills.
- Understanding of issues regarding the social determinants of health and impacts on health status.
- Excellent interpersonal and communication skills.
- Excellent writing skills with the ability to prepare complex briefs and reports using clear, concise and grammatically correct language to achieve the purpose and meet audience needs.
- Advanced knowledge of evaluation principles and techniques.
- Advanced knowledge of research methods.
- Demonstrated experience in working in and contributing to a team environment.
- Ability to plan and manage own workload within agreed priorities and deadlines to a high standard.
- Experience in evaluation particularly in the rural health environment.
- Skills and experience in research, including the design, organisation, collection, management and preliminary analysis of research projects, particularly in the rural health environment.

<b>REVIEWED:</b>	November 2019
<b>CONDUCTED BY:</b>	General Manager Operations
<b>APPROVED BY:</b>	Chief Executive Officer
<b>NEXT REVIEW:</b>	February 2020

As occupant of the position I have noted the role and primary responsibilities as detailed in this document.

Employees Signature: -----

Manager's Signature: -----

Date: -----