

Role Description

Research and Evaluation

Team Leader

Cluster	NSW Health
Agency	Cancer Institute NSW
Division	Screening and Prevention
Location	Australian Technology Park
Classification/Grade/Band	Health Manager Level 4
Kind of Employment	Ongoing
ANZSCO Code	511112
Role Number	651462
PCAT Code	1339192
Date of Approval	5 July 2016
Agency Website	www.cancerinstitute.org.au

Overview

The Cancer Institute NSW is Australia's first statewide cancer control agency, established to lessen the impact of cancer in NSW. The Institute supports and promotes best practice; working to ensure people across the state, no matter where they live, are provided the same high quality treatment and care that is vital to optimising the outcomes and quality of life for people diagnosed with cancer.

Driven by the purpose and objectives of the NSW Cancer Plan, the Institute continuously works to:

- reduce the incidence of cancer
- increase the survival rate for people with cancer
- improve the quality of life of people living with cancer
- provide a source of expertise on cancer control for the government, health service providers, medical researchers and the general community

The Division of Cancer Screening and Prevention works to reduce the incidence of cancer and improve the survival of people with cancer through:

- management and funding for the three population-based cancer screening programs (bowel, breast and cervical);
- the co-ordination of cancer screening and smoking cessation services for the people of NSW;
- the implementation of social marketing campaigns which aim to modify the behavior of the community to increase participation in the cancer screening programs; and reduce the risk of developing cancer; and
- providing advice and contributing to policy development and implementation.

Primary purpose of the role

Lead the development, implementation and reporting of research and evaluation projects to measure and monitor the performance of Cancer Screening and Prevention programs and activities, and to inform planning, cancer control policy and practice.

Key accountabilities

- Direct and oversee the Division's research, monitoring and evaluation activities to ensure technical rigour and compliance with Cancer Institute NSW, legislative and statutory requirements
- Lead the preparation of qualitative and quantitative research projects to enable the performance monitoring and evaluation of cancer screening and prevention programs and inform the direction of cancer control policy and practice.
- Lead and oversee the commissioning and management of external evaluators and research teams to facilitate the rigorous and independent evaluation of programs and projects.
- Manage commissioned research and evaluation projects in line with Cancer Institute NSW and NSW Health procurement guidelines and contract management processes.
- Lead the development of publications to disseminate research and evaluation findings, including monographs, journal articles, fact sheets and briefing documents to promote the external use of the Division's research in peer review publications and presentations at national and international conferences.
- Lead the development and implementation of best practice quality assurance processes, research ethics and data governance practices to ensure research is conducted ethically; is compliant with NSW Health policy, and State and Federal legislation; and supports the optimal utilisation of data assets.
- Manage and facilitate access to the Cancer Institute data holdings by external stakeholders for public health research and service improvement.
- Liaison with external agencies to ensure state and national surveys are enhanced to support the work of the Division and the Cancer Institute.

Key challenges

- Managing the delivery of con-current research and evaluation projects across a large and diverse program of work, given the requirement to balance the competing priorities, timeframes and expectations of stakeholders.
- Identifying and implementing new research methodologies that align with Cancer Screening and Prevention programs and activities, given the complexities associated with measuring health behaviours and the changing technological environment.
- Collaborating with external agencies on research and evaluation opportunities.

Key relationships

Who	Why
Internal	
Chief Executive Officer; Chief Operating Officer	Seek approval for commissioned research and evaluation projects; Provide briefings and updates on research and/or evaluation contracts
Director, Screening & Prevention	Provide strategic research advice; Seek approval for research and evaluation projects
Manager, Business Intelligence & Information Systems	Receive and respond to feedback on own performance; Provide updates on research and evaluation projects, issues and priorities
Manager, Data & Information Governance	Receive advice on the development and implementation of data governance policies and procedures
Manager, Cancer Information Analysis Unit	Provide analytical support for key Cancer Screening & Prevention indicators where relevant
Contracts & Projects Co-ordinator	Receive support and advice on the procurement and contract management of outsourced research activities
Project Officers and Managers within Screening and Prevention	Collaborate to ensure research and evaluation projects are aligned to the needs of Screening and Prevention Programs and activities
External	
Academic and Industry Peer-Reviewers	Obtain independent expert advice on research design including research methods and analytical plans to ensure technical rigour
Suppliers of Commissioned Research (e.g. Market Research Agencies; Academic Departments)	Manage research contracts to ensure commissioned work meets pre-agreed objectives
Health Agencies (e.g. NSW Ministry of Health; NSW Quitline; Cancer Council NSW)	Exchange data and information; Collaborate on research and evaluation projects

Role dimensions

Decision making

- Responsible for decisions relating to work priorities and workload management; directing workflow and reallocating resources to meet competing needs; the completion of projects within the agreed project plan; and the content of advice and information provided.
- Refers decisions regarding the approval of expenditure outside of delegations; issues that are controversial or sensitive; proposals for substantial changes to the programs or projects managed to the Manager, Business Intelligence and Information Systems.

Reporting line

The Research and Evaluation Team Leader reports to the Manager, Business Intelligence and Information Systems.

Direct reports

The Research and Evaluation Team Leader has 4 direct reports.

Budget/Expenditure

Approximately \$2 million in 2018/19.

Essential requirements




- Advanced tertiary qualifications in an appropriate discipline such as public health, epidemiology, psychology or social science, or demonstrated relevant equivalent professional experience and training;
- Demonstrated experience developing and implementing research projects, including study design, qualitative and quantitative methodology, and evaluation;
- Demonstrated experience designing and commissioning behavioral research studies, and managing contracts with research firms;
- Proven ability to manage a team responsible for designing, gathering and analysing quantitative and qualitative behavioral data.
- Understanding of the NSW Health Records and Information Privacy Act.

Capabilities for the role



The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Adept
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act With Integrity	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so Demonstrate professionalism to support a culture of integrity within the team/unit Set an example for others to follow and identify and explain ethical issues Ensure that others understand the legislation and policy framework within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage varied audiences and test levels of understanding Translate technical and complex information concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputs Adjust style and approach to optimise outcomes Write fluently and persuasively in a range of styles and formats
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Build a culture of respect and understanding across the organisation Recognise outcomes which resulted from effective collaboration between teams Build co-operation and overcome barriers to information

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>sharing, communication and collaboration across the organisation and cross-government</p> <ul style="list-style-type: none"> Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> Influence others with a fair and considered approach and present persuasive counter-arguments Work towards mutually beneficial win/win outcomes Show sensitivity and understanding in resolving acute and complex conflicts Identify key stakeholders and gain their support in advance Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise Pre-empt and minimise conflict within the organisation and with external stakeholders
Results Deliver Results	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions Take account of the wider business context when considering options to resolve issues Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements Implement systems and processes that underpin high quality research and analysis

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Procurement & Contract Management	Adept	<ul style="list-style-type: none"> • Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management • Develop well written, well structured procurement documentation that clearly sets out the business requirements • Monitor procurement and contract management processes to ensure they are open, transparent and competitive, and that contract performance is effective • Be aware of procurement and contract management risks, and what actions are expected to mitigate these • Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles • Escalate procurement and contract management issues where required
People Management Manage & Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks