

## Position Description

<b>Position</b>	Health Research and Evaluation Officer
<b>Agency</b>	Health Planning and Program Management
<b>Reports to</b>	Manager – Health Strategy and Performance
<b>Terms and Conditions of Employment</b>	In accordance with the current industrial Enterprise Agreement and Contract of Employment
<b>Classification/ Salary Stream</b>	Advisor – Technical (Coordinator)
<b>Length of Position</b>	As per Contract of Employment (subject to ongoing funding from the Australian Government Department of Health)
<b>Location</b>	As per Contract of Employment Primary Health Tasmania provides services across Tasmania

## Organisational overview

Primary Health Tasmania is a non-government, not-for-profit organisation working to connect care and keep Tasmanians well and out of hospital. The organisation is one of 31 similar bodies established around Australia on 1 July 2015 as part of the Primary Health Networks Programme – Funded by the Australian Government.

The Government has set the following objectives for primary health networks nationally:

- **increasing the efficiency and effectiveness** of medical services for patients, particularly those at risk of poor health outcomes; and
- **Improving coordination of care** to ensure patients receive the right care in the right place at the right time.

More information is available on the primary health networks website [www.primaryhealthtas.com.au](http://www.primaryhealthtas.com.au)

A key to achieving the organisational objectives is a workforce which is flexible and responsive. Central to performance are the competencies - the knowledge, skills and abilities that Primary Health Tasmania employees must demonstrate to perform their roles effectively. These competencies are described in this position description and the Primary Health Tasmania Competency Framework.

Primary Health Tasmania supports organisation-wide competency building, and a flexible and responsive workforce that is well-equipped to deliver innovative and creative health system integration and redesign to its stakeholders and the community.

## Position purpose

The Health Research and Evaluation Officer will play a vital role in supporting the Health Strategy and Performance team within Primary Health Tasmania (PHT). This role contributes to the overall performance and efficiency of the Health Planning and Program Management Business Unit by providing high-level research and evaluation expertise.

Work included the application of health research and program evaluation principles to undertake Primary Health Tasmania's monitoring and evaluation activities and the completion of critical strategic publications. ensuring that all outputs meet required standards and inform future planning and decision-making enabling continuous improvement and informed health service delivery.

## Key relationships

Internal	External
General Manager	Health care providers
Health Strategy and Performance team	Health care consumers and stakeholders
Members across organisational functional groups	Subject matter experts and consultants
Health Program Leads	Relevant Federal and State Government offices

## Responsibilities and accountabilities

- Work closely with the Manager, Health Strategy and Performance, particularly the Lead – Health Strategy and Evaluation and the broader team to undertake health research and program monitoring and evaluation in alignment with protocols designed and led by the Business Unit's research and evaluation priorities.
  - Provide project and administrative support for projects led by the Business Unit's research and evaluation area, including ensuring appropriate compliance with relevant contractual, organisational requirements and standards of practice for high quality research and evaluation processes and practices.
  - Conduct data collection and analysis using quantitative, qualitative, and mixed methods approaches. This includes managing and synthesizing data on key health performance and status indicators. The work will align with the organization's population health strategies and contribute to the production of high-quality reports. These reports will support research, evaluation, strategic planning, reporting, commissioning, and program activities within the organization.
  - Undertake qualitative data collection including conducting semi structured in-depth interviews, facilitating focus group discussions, and managing qualitative data in alignment with the protocols designed by the Business Unit's research and evaluation area.
  - Liaise with management and external stakeholders to conduct surveys as designed by the Business Unit's research and evaluation area including contributing to the specification of the data to be collected and the methodology to be used in collection and analysis to inform research and program evaluation initiatives.
- Undertake reviews of the relevant literature including performing scientific database searches, retrieving relevant literature, and reviewing grey literature to inform health system improvement program development and evaluation led by the Business Unit.
- Prepare written materials including briefing documents, reports, submissions and other resources as required for use internally and for sharing externally.
- Contribute to preparing and submitting health research ethics applications to the relevant Human Research Ethics Committees.

## Competencies required for the role

The Primary Health Tasmania Competency Framework applies to all Primary Health Tasmania employees, across all occupational groups.

### Competency summary

- A full list of competencies with behavioural indicators are provided in the **Primary Health Tasmania Competency Framework** listed on the Primary Health Tasmania website.
- The behavioural indicators provided in the **Competency Framework** provides detailed examples of the types of behaviours that would be expected at each competency level and should be reviewed in conjunction with the role's Responsibilities and Accountabilities.

### Competency matrix:

<b>Personal attributes</b> - Adapt and respond to change - Display resilience and courage - Act with Integrity - Manage Self	2 2 1 2	<b>Relationships</b> - Communicate effectively - Commit to Customer Service - Influence and Negotiate - Work Collaboratively	2 2 1 2
<b>Results</b> - Deliver results - Plan and Prioritise - Think and solve Problems - Demonstrate Accountability	1 1 2 1	<b>Business support</b> - Finance - Technology - Procurement and Contract management - Project Management	1 2 1 1
<b>People leadership and management</b> - Lead, Manage and Develop People - Inspire Direction and Purpose - Optimise Business Outcomes - Manage Reform and Change	NA NA NA NA		

- 4 - Highly advanced  
 3 - Advanced  
 2 - Intermediate  
 1 – Foundational

## Selection criteria – skills, qualifications and experience

### Key Capabilities

- Relevant tertiary qualification in public health, health research, epidemiology, social sciences, or a related field, coupled with demonstrated workplace skills and experience in health research, program evaluation, data analysis, and reporting.
- Proficiency in both mixed methods, qualitative and quantitative research methodologies to evaluate program performance and outcomes within a complex health context.
- Proficiency in using relevant research tools and software to manage and analyse data including the Microsoft Office suite and related level database skills.
- Well-developed analytical and research skills, including a demonstrated ability to undertake health programs research and evaluation activities according to the protocols designed by research and evaluation lead.
- Experience working within health systems, particularly in primary health care or public health settings
- Understanding data governance, consent, privacy requirements and sensitivities around working with clinical research information, the evaluation of health project's and using shared datasets.
- Well-developed verbal and written communication skills including the ability to liaise, consult and negotiate with others.

- Demonstrated organisational skills and ability to work unsupervised and meet deadlines (including the capacity to work under pressure in an environment of changing priorities).
- Demonstrated ability to work effectively and flexibly within teams, work in partnership with external stakeholders and operate effectively in a contemporary office environment.
- Computer skills in quantitative and/or qualitative analysis, for example Stata, R or NVivo.

### **Working environment**

Primary Health Tasmania operates from three administrative centres in Hobart, Launceston and Ulverstone. Intrastate and interstate travel will be required.

## Our Shared Values and Behaviours

The following core values and behaviours underpin the work of Primary Health Tasmania. These core values and behaviours are fundamental to the organisation and the way in which Primary Health Tasmania staff and management engage with each other and with stakeholders. As valued members of our community, all employees are expected to have an understanding of Primary Health Tasmania's values and to demonstrate an active contribution to them.

# OUR SHARED VALUES AND BEHAVIOURS

### TEAMWORK

**"Together, we excel"**

We invite collaboration. We work together and leverage diverse talents and perspectives.

We are a team of teams. We foster purposeful collaboration, sharing knowledge and resources to eliminate silos and achieve common goals together.

We lift each other up. We value and celebrate contributions, and stand in support of one another.

### RESPECT

**"We value each other"**

We foster genuine connections. We recognise our shared humanity and treat each other with empathy, respect and kindness.

We actively listen. We are curious and seek to understand other perspectives.

We champion inclusivity. We celebrate and embrace diversity, and create an environment where we treat each other with fairness and equity.

### ACCOUNTABILITY

**"We own our actions"**

We uphold our promises. We act with professionalism, honour commitments, and deliver results consistently.

We take responsibility. We act with integrity and take pride in our actions and outcomes. We hold ourselves accountable to high standards of excellence.

We are committed to growth. We are continuously learning, adapting, and seeking ways to improve.

### COURAGE

**"We are brave"**

We have courageous conversations. We value honest feedback and create a safe place to voice challenging concerns and ideas.

We take measured risks. We innovate, embrace change, and approach challenges and opportunities with a willingness to learn from our mistakes.

We act with integrity. We uphold and adhere to ethical standards and principles. We stand firm under pressure and adversity.

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Mr Phil Edmondson  
**Chief Executive Officer**

July 2016

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