



POSITION DESCRIPTION - Academic Positions (In addition to the Position Classification Standards)

Position Title: Manager, electronic Persistent Pain Outcomes Collaboration (ePPOC)
Level: B
Faculty/Division: Sydney Business School
Department/Location: Australian Health Services Research Institute

Primary Purpose of the Position:

This position coordinates the ePPOC program and is responsible for the development, implementation and day to day management of this new initiative.

Position Environment:

ePPOC is a new program which aims to help improve services and outcomes for patients suffering with chronic pain through benchmarking of care and treatment. ePPOC involves the collection of a standard set of data items and assessment tools by specialist pain services throughout Australia and New Zealand to measure outcomes for their patients as a result of treatment. This information will be used to develop a national benchmarking system for the pain sector and enable development of a coordinated approach to research into the management of pain in Australasia. ePPOC was established in 2013 and is currently being implemented in NSW pain management services.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Coordinate the ePPOC National Reference Group and other relevant committees, including; <ul style="list-style-type: none"> responsibility for the meeting schedule and agenda papers coordinate ePPOC activities consistent with the decisions and work-plan determined by these committees contribute to the strategic direction of ePPOC 	To ensure ePPOC committees are well supported and operate within their respective Terms of Reference	
2.	Develop a strategic business plan, including a: <ul style="list-style-type: none"> communications and marketing strategy data and reporting policy financial plan community engagement strategy 	To ensure the long term sustainability and national adoption of ePPOC	
3.	Act as the public face and primary point of contact for ePPOC including: <ul style="list-style-type: none"> Representing ePPOC on relevant committees and working groups Building and maintaining collaborative links with key stakeholders in the pain management sector 	To ensure ePPOC builds and maintains a positive profile within the pain management sector	
4.	Coordinate the implementation of ePPOC at participating services, including:	To encourage and support participation in ePPOC	

Responsibilities		Outcome	Office Use Only
	<ul style="list-style-type: none"> provision of advice and guidance regarding processes supporting staff in the collection of data deployment of infrastructure to facilitate collection of the information 		
5.	Produce and contribute to conference papers and publications from research undertaken by ePPOC.	Dissemination of research findings	
6.	Contribute to the ongoing development of AHSRI's strategic direction including the development of Institutes policies and guidelines	To ensure an appropriate contribution to AHSRI's strategic direction	
7.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
8.	Have Occupational Health & Safety (OH&S) responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	To ensure a safe working environment for self & others.	

Reporting Relationships:

Position Reports to:	Director/Deputy Director, AHSRI
The following positions report to this position	nil
Other Key Contacts:	Members of the National Reference Group AHSRI software developer and IT coordinator AHSRI statisticians

Key Relationships:

Contact/Organisation:

National Reference Group members
Faculty of Pain Medicine
PainAustralia
Agency for Clinical Innovation
Australian Pain Society

Purpose & Frequency of contact

Principle advisory committee. Ongoing
Advice and direction. Ongoing
Key stakeholder body. Ongoing
Funding body. Ongoing
Key stakeholder body. Ongoing

Key Challenges:

1. Coordinate a national program across multiple sites in both rural and urban settings.
2. Maintain the commitment of voluntary participants to provide data for the duration of the program
3. Add value to the pain management sector consistent with the aims of ePPOC
4. Recognize and seize opportunities to further develop the aims of ePPOC

Selection Criteria – Knowledge & Skills:

Essential:

- A broad understanding of the Australian health care system and current health policy developments
- Demonstrated research and conceptual skills, with the ability to formulate recommendations based on quantitative and qualitative data analysis

- High standard of oral and written communication skills, interpersonal skills and ability to liaise and negotiate with other employees, Government and non-Government agencies and public and private sector health care organisations
- Demonstrated skills in the use of quantitative and qualitative data analysis techniques
- Ability to utilise spreadsheet, database and related packages such as SAS or SPSS

Selection Criteria – Education & Experience:

Essential:

- Recognised degree in a relevant discipline, preferably at a post graduate level
- Experience working on large projects or programs.

Personal Attributes:

- Highly motivated, self starter able to take initiative and work unsupervised to achieve work-plan milestones and reporting requirements.
- Capacity for project management, including capacity to organise work, meet deadlines and manage team performance.
- The ability to contribute as an effective team member of AHSRI
- Effectively engage with pain management services and pain management clinicians.

Special Job Requirements:

- The capacity for inter- and intra-state travel
- To be based at the UOW, AHSRI or within commuting distance

Organisational Chart:

Please see attached

Approval:

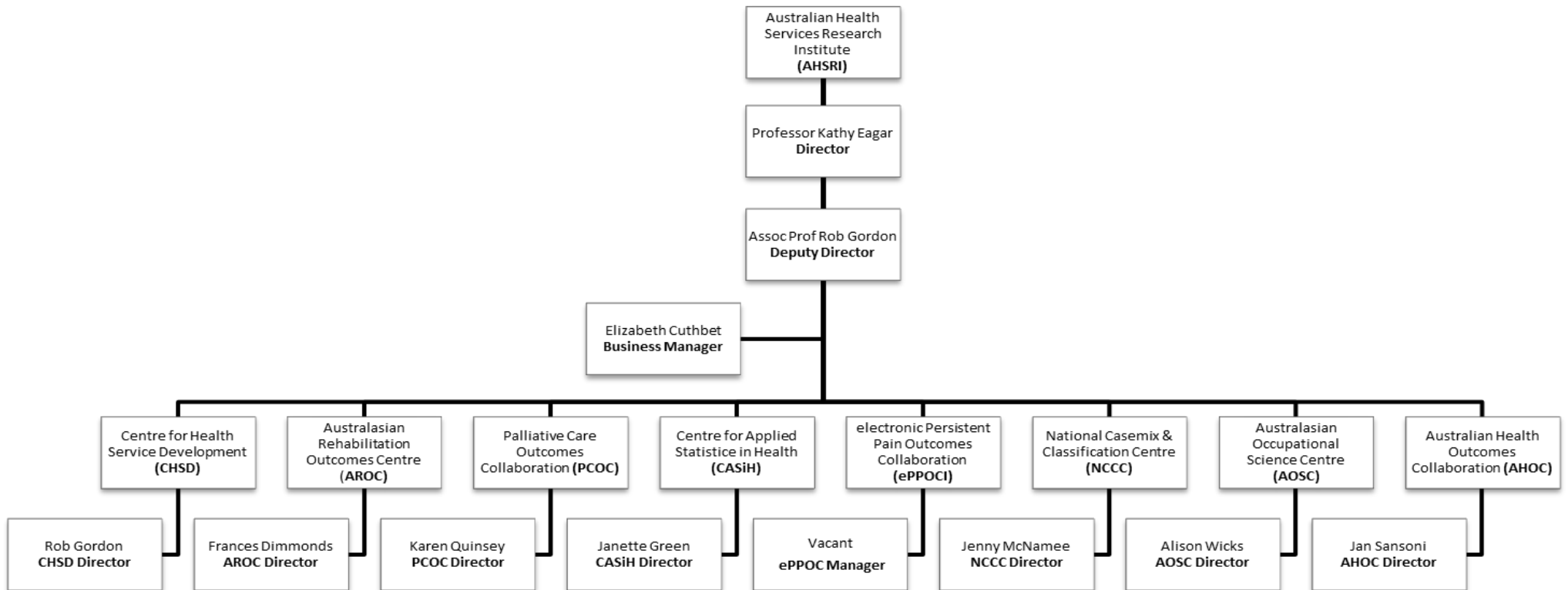
Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____

AHSRI – Organisational Structure



PD – Research Fellow / ePPOCI Manager – 2014

POSITION CLASSIFICATION STANDARD - Research Only

Level: B

Title: Fellow

Description

A position classification standard describes the broad categories of responsibility attached to research-only academic staff at different levels. The standards are not exhaustive of all tasks in research-only academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. The standards provide an adequate basis to differentiate between the various levels of employment and define the broad relationships between classifications.

Progression through an academic career will normally be based on research, teaching, administrative functions and contribution to the profession. The balance of functions will vary according to level and position over time. It is only in exceptional circumstances that promotion would be solely on the research only position classification standards.

- General Standard
- Specific Duties
- Skill Base

General Standard

A Level B research-only academic is expected to carry out independent and/or team research within the field in which he/she is appointed and to carry out activities to develop his/her research expertise relevant to the particular field of research

Specific Duties

Specific duties required of a Level B research-only academic may include

- The conduct of research either as a member of a team or independently, and the production of conference and seminar papers and publications from that research.
- Supervision of research-support staff involved in the staff members' research.
- Guidance in the research effort of junior members of research-only academic staff in his/her research area.
- Contribution to the preparation, or where appropriate individual preparation, of research proposal submissions to external funding bodies.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise.
- Administrative functions primarily connected with his/her area of research.
- Occasional contributions in the teaching program within the field of the staff member's research.
- Co-supervision, or where appropriate supervision, of major honours or postgraduate research projects within the field of the staff member's area of research.
- Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental and/pr faculty meetings and/or membership of a limited number of committees.

Skill Base

A Level B research-only academic will normally have completed a doctoral qualification or have equivalent qualifications or research experience. In addition he/she may be expected to have had post-doctoral research experience which has resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research ability.