CAPITAL HEALTH NETWORK
POSITION DESCRIPTION

Position title	Community Health Research Officer
Business unit	Projects & Planning
Classification	Level 4
Accountability	Senior Manager Projects and Planning

About Capital Health Network

As the ACT's Primary Health Network (PHN), Capital Health Network (CHN) aims to integrate health care in the ACT region, promote health equity and improve health outcomes. We address community needs by collaborating with consumers, funding organisations, health professionals, community partners and other key stakeholders to improve health outcomes. We are unique in our ability to support general practice and more broadly, to design services that fill gaps and deliver lasting improvements to the value and quality of ACT health services.

Capital Health Network values and Competency Framework

Respect: We engage respectfully, listen and respond
Inclusion: We embrace diversity of thought and bring together a range of voices to inform our work
Collaboration: We build and invest in strong and enduring relationships, focused on shared goals.
Accountability: we act with integrity, are transparent, encourage feedback, and report back to our community
Adaptability: We are adaptive and flexible in the way we respond to community health needs. We empower our staff, service providers and partners to innovate and adapt to deliver outcomes.

All employees are required to meet CHN's seven competencies at a level appropriate to their role. To articulate organisational expectations in relation to the values and the competencies expected of all employees a Competency Framework has been developed. The framework identifies and describes seven basic competencies that all employees need to have to function effectively in their role at CHN.

	Responsibilities
Primary purpose of position	The CHN Community Health Research Officer role aims to provide health planning support across the organisation through leading the analysis and interpretation/synthesis of trends in demographic, health status, risk factors for health, disease and social determinants of health. Such work aims to identify areas of need and priorities across the region to inform CHN on future service development and drive quality improvement in primary care and across commissioned service providers. Additionally, the Community Health Research Officer will be involved in the coordination and development of the annual needs assessment in alignment with CHN's commissioning framework and strategic goals. This includes the scoping of services/solutions to meet identified needs and gaps and the production of fit for purpose data visualisations to reflect system snapshots, population needs, health system gaps and data reporting.
Duties	1. Lead and contribute to projects focused on health planning and identifying local health priorities. 2. Source and interpret reliable population health data and health system performance information to inform planning projects. 3. Undertake and complete the relevant preparation and reporting for the triannual health needs assessment. 4. Engage with internal and external stakeholders (e.g. clinicians, staff, government agencies, non-government agencies, Indigenous and non-Indigenous community groups and organisations) across the IAP2 Public Participation Spectrum. 5. Support and develop creative stakeholder engagement activities, including collation and analysis of consultations and incorporation into the Needs Assessment. 6. Prepare reports, needs assessments, rapid reviews and population health research

	Summaries, including data visualisation and briefing papers as required.
	7. Maintain effective working relationships with stakeholder organisations, including government and community organisations involved in population health planning, service delivery and advocacy.
	8. Develop and implement evaluation frameworks for a range of programs and initiatives.
	9. Provide literature reviews, undertake horizon scanning and provide recommendations to support evidence-based programs and activities for specific health and service issues in the CHN region.

Competencies	
Role Competencies	**Qualifications:**
	1. Minimum completion Certificate IV in Public Health, Social Sciences or a similar discipline, with at least 4 years work related experience or an equivalent combination of extensive experience and training in the relevant fields.
	Technical/specialist skills:
	1. Proven ability to source and interpret data and literature and to present analysed data in an easily understood visual format.
	2. Demonstrated experience in the application of a range of quantitative and/or qualitative research methodologies related to health services or workforce research, including collection of a range of data from different sources.
	3. Strong stakeholder engagement skills including experience in consultation and co- design.
	4. High level writing skills with demonstrated ability to prepare technical, descriptive and analytical population health-related reporting.
	5. Proven ability to manage workloads and develop required resources within tight timeframes.
	6. Experience in data preparation, manipulation, basic analysis and interpretation
	Experience and knowledge:
	1. Demonstrated knowledge of the principles and application of population and/or public health or health services planning, preferably in an Australian context.
	2. Highly developed interpersonal skills, including ability to communicate and liaise effectively with a wide range of stakeholders, including researchers, service managers and community representatives.
	3. Proven understanding of implementing evaluation frameworks and the appropriate use of evaluation methods.
	4. Understanding and experience in health planning and evidence-based health service delivery with the ability to source, synthesise & interpret data and literature.
	5. Demonstrated experience in utilising and interpreting qualitative and quantitative data to draw insights through relevant tools/software.
CHN Competencies	*Strategic thinking:* We use our foresight and environmental awareness to add value.
	Resourcefulness: We generate evidence-based solutions.
	Relationship Management: We invest in strengthening internal and external relationships.
	Data Literacy: We navigate data systems and protect data assets.
	Cultural competence: We understand, appreciate and cooperate with all cultures and beliefs.
	Embracing ambiguity: We rise to the challenge of uncertainty and the unknown.
	Leading: We each play a leadership role.