



## POSITION DESCRIPTION

Echuca Regional Health Rural Health Academic Network (RHAN) Coordinator

*Supporting Everyone to be healthy and live well*

### PURPOSE OF THE ROLE

To build research capacity and capability at Echuca Regional Health in partnership with The University of Melbourne. Lead and support research projects both at ERH and within the RHAN network that directly translates into clinical practice

Position Details	
Position Title:	Rural Health Academic Network Coordinator
Department	Medical Service Division
Reports to:	Director of Education Training & Research Senior Researcher, University of Melbourne
Positions Reporting to this role:	Nil
FTE:	0.6 FTE
Budget:	HS6 (50% shared)
Enterprise Agreement:	Health Allied-Managers and Admin Enterprise Agreement 2021-2025
Position Classification:	HS6
Position Description last reviewed:	September 2024

Selection Criteria
<b>Essential:</b>
Bachelor degree, Masters degree or PhD in clinical healthcare related to rural health (eg. Nursing, Allied Health, Medicine)
Demonstrated experience in undertaking and completing research projects
Able to lead and initiate research projects, grants or other quality improvement activities
Excellent verbal and written communication skills for research collaboration, engagement, presentations and teaching
Experience in collaborative projects and supporting health professionals with research and/or quality improvement
Attend the majority of the RHAN monthly meetings
Able to work regularly onsite for most of the role
Drivers Licence
Satisfactory evidence of; National police check, Working with Children's and



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Vaccination status in line with policy and procedure at this time.

#### Desirable:

PhD or working towards a PhD

Research papers and publications

#### Key Accountabilities

Oversee, support and report on the research projects approved through the Innovation and Research Committee

Lead the organisation of the bi-annual research symposium for the region

Engage, collaborate, support and contribute to research across the RHAN network and ERH to facilitate a ongoing culture of research and evidence based practice

Facilitate training and collaboration for clinicians at ERH undertaking research by providing support or connecting them with other researchers

Promotion of Going Rural Health to nursing and allied health students at ERH

Actively attend and participate in University Department of Rural Health and RHAN meetings and contribute to planning activities including RHAN network research

Collaborate with other researchers in the organisation and contribute to publications arising from scholarships or other research opportunities

Identify sources of funding to support individual or collaborative projects related to teaching, research and engagement practice at ERH

#### Organisational Responsibilities

Positively promote ERH within and externally to the organisation

Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct

Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position

Comply with relevant registration bodies mandatory continuing professional development requirements

Carry out all work and interactions in alignment with the CARE values

Report all incidents and near misses as soon as possible after the event

Participate in risk management activities and assist with identification and control of risks within their department or area of work

Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

#### CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

##### Collaboration






Works with a team focus

Cooperates with others and gains input and support to assist in achieving objectives




We work with others to achieve shared goals

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<b>Accountability</b> 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do


Key Relationships	
Internal	External
ERH staff	Community, University of Melbourne, other health organisation, government agency

Leadership Capabilities					
The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.					
✓ <b>PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL</b>					
Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
<b>Collaboration</b> 	Inspires direction & purpose		✓		
	Turns challenges into opportunities			✓	
	Communicates effectively			✓	
	Builds relationships			✓	
	Works collaboratively				✓
<b>Accountability</b> 	Acts with integrity		✓		
	Demonstrates accountability			✓	
	Drives accountability			✓	
	Manages self			✓	
	Promotes innovation			✓	
<b>Respect</b> 	Accessible communicator			✓	
	Values difference			✓	
	Consistently articulates direction			✓	
	Empowers others			✓	
	Respectfully influences			✓	
<b>Excellence</b>	Delivers results			✓	



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	Plans and prioritises			✓	
	Thinks and solves problems			✓	
	Consumer focus			✓	
	Innovation change leader			✓	

### TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:        /        /

Print Name: \_\_\_\_\_

cc: Employee File