

Position Description



- Position title:** Policy and Research Coordinator
Section: Office of the CEO
Reports to: Chief Executive Officer
Role type: Full time, 12-month contract commencing January 2021

The Australian Dental Council (ADC) is the independent accreditation authority that has been assigned the accreditation functions for the dental professions by the Dental Board of Australia under the National Registration and Accreditation Scheme.

The ADC was founded in 1993 and has a proud history of accrediting programs of study for the dental profession and for the assessment of overseas-trained dental practitioners wishing to practise in Australia.

The ADC is a not-for-profit registered charity with the Australian Charities and Not-for-profit Commission (ACNC).

Vision

To be a leader in accreditation and assessment nationally and internationally.

Strategic aims

Social Accountability: The ADC makes decisions that are ethical, safe, and minimise environmental impact

Leadership: The ADC participates in activities and initiatives that demonstrate its leadership in accreditation and assessments.

Innovation: The ADC is curious and actively seeks new opportunities through pursuit of innovation and quality improvement.

Capability: The ADC invests in its people and systems to achieve its aims, build resilience and adaptability.

Values

Ethical, respectful, fair, transparent, independent, supportive, collaborative and innovative.

Primary purpose for this position

The ADC is embarking on a number of exciting projects over the next 12 months. This newly created Policy and Research Coordinator position will support the extensive policy and research aspects expected to be generated as essential components of these projects. Reporting primarily to the Chief Executive Officer, the Policy and Research Coordinator will provide support across the functions of the ADC and will be responsible for undertaking the substantive policy and research work needed to deliver these projects.

Key responsibilities and duties

Key result area	Key responsibilities and duties
Policy development	<ul style="list-style-type: none"> • Develop policy and procedure documents for presentation to Executives • Critically analyse data and research and translate this into policy options
Research	<ul style="list-style-type: none"> • Undertake research and analysis in assigned project areas and contribute to the preparation of project briefs to support informed decision making and planning
Report & Policy writing	<ul style="list-style-type: none"> • Experience in writing project reports with clear recommendations and actions • Experience in writing for academic publication
Project Management	<ul style="list-style-type: none"> • Project planning, coordination and delivery in collaboration with internal and external stakeholders. • Deliver multiple project support activities in line with agreed standards, objectives, deadlines, competing demands and priorities.

Key Relationships

Stakeholder	Relationship
Chief Executive Officer	<ul style="list-style-type: none"> • Report to and provide advice, receive guidance and instruction regarding policy and research areas
ADC Executive Directors	<ul style="list-style-type: none"> • Provide advice, receive guidance and instruction regarding policy and research areas
ADC Staff	<ul style="list-style-type: none"> • Liaise with, receive guidance and information regarding ADC business to inform policy and research application
Board and Committee	<ul style="list-style-type: none"> • Prepare reports for, present to as required
External Stakeholders	<ul style="list-style-type: none"> • Consult with and represent the ADC in relation to project work

Skills, qualifications, and experience

- Ability to undertake background research to inform project initiation, preferably within the health or education sectors.
- Demonstrated experience in designing, implementing and evaluating projects with a policy focus.
- Relevant project support/coordination experience
- Advanced communication skills both verbal and written, including for academic publication and reporting to Executive management teams and Boards.
- Ability to clearly explain and present ideas and arguments and create meaning with limited information or instruction.
- Understanding of professional standards and accreditation functions.
- Experience in the dental sector is desirable but not essential.

Workplace health and safety responsibilities

All staff are required to take reasonable care for their own health and safety and that of others who may be affected by their conduct, including:

- Participating in the development of a safe and healthy workplace.
- Complying with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operating with management in its fulfilment of its legislative obligations.
- Taking reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- Reporting any injury, hazard or illness immediately, where practical to their supervisor.
- Not placing others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

In addition, each staff member is expected to:

- Work to gain the respect and active cooperation of the team and other staff.
- Demonstrate and lead by example, the business values of the ADC.

Further information can be found in the ADC's WHS policy.

Incumbent:

I acknowledge that I have read, understood and accept this job description.

Signed _____

Date _____