

ROLE PURPOSE: Global Research Coordinator



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can exercise their right to sight, good health and self-determination.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation, you will make an impact the world can see!



How we value your contribution:

Remuneration Package - We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Salary Packaging - We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

Annual Leave - You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave, and we have 7 additional leave days per year! There are 5 days paid leave between the Christmas and New Year period. As well as an annual paid 'Me Day' focused on mental health and wellbeing for our global staff. Finally, celebrate your birthday with a day of paid leave.

Other Leave - You will also have access to other types of leave, such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Paid Parental Leave - We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers, in addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

Performance and Development - Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning and Development - Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job, with targeted opportunities identified for our Aboriginal and/or Torres Strait Islander people as required. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership Development - Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Tertiary Study Support - We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global financial study assistance program. We actively encourage our Aboriginal and/or Torres Strait Islander employees to apply for study support.

Paid Study Leave - We also offer up to 10 days study leave to complete professional development relevant to your role.

Recognition - Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible Work Arrangement - You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability - We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety - We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to help make your workplace safe.

Employee Assistance Program - You and your family will have access to free professional and confidential external counselling assistance if you need help with personal, family or employment related matters.

Work from Anywhere - The Foundation has a work from anywhere philosophy, enabling you to work remotely in select countries for a defined period of time once approved.

To work in the Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title: Global Research Coordinator

Division: Programs

Location: Melbourne or Sydney

Date: April 2023

Employment type: Full time, Permanent

Reports to: Director Research

Number of direct reports: 0

Leadership Band: Leads Self

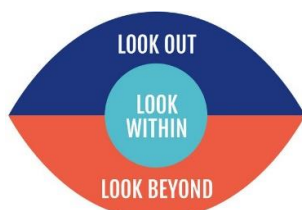
Purpose of the role:

The **Global Research Coordinator** is accountable for managing strategic initiatives, and research and innovation projects, coordinating development of publications and presentations. The coordinator ensures delivery of high quality research and innovation projects, funding bids, and project communications.

The **Global Research Coordinator** will own the outcomes of:

1. Project and/or contract management of strategic portfolios, initiatives, and/or quality improvement, research and innovation projects commissioned or led by The Foundation. This includes:
 - a. ensuring effective stakeholder engagement
 - b. coordination of project team member inputs and contributions
 - c. establishment and management of project steering groups and events
 - d. development and continuous review of project plans and budget
 - e. basic data analysis and presentation
 - f. project report development
 - g. development of project knowledge products and presentations
 - h. timely delivery of agreed milestones and outputs.
 - i. project contract and budget management
2. Contribute to research team collaborative initiatives, continuous improvement activities, and learning and reporting activities
3. Support the development, review and sign-off of knowledge products, including organisational position statements, guidelines, toolkits and other publications for internal and external audiences.
4. Other tasks as requested by your manager

Our Capabilities:



As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Skills:

- Research design, project planning, budget development, and project management skills
- Grant development skills
- Networking and relationship management skills
- Ability to adapt and work flexibly within a team environment
- Ability to work with non-research staff to understand and respond to their support needs

Essential Experience:

- Strong experience in international development or public health
- Strong experience in identifying strategic research opportunities
- Strong experience acting as chief investigator, co-investigator, or project manager on research projects - including experience designing research studies, developing research protocols and data collection tools, and undertaking and/or coordinating research in low resource settings.
- Strong experience developing grant proposals and securing grant funding for research studies
- Demonstrated high level understanding of a broad range of development, humanitarian and poverty issues
- Strong experience working in diverse teams

Desirable Experience:

- Experience in international development & NFP sector.
- Experience building research capacity of others
- Experience of building and growing relevant external networks
- Experience in one of these key topic areas: environmental sustainability; digital health; health system strengthening

Qualifications:

Postgraduate Degree in Public Health, International Development, or related field

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect.
This position does not involve "Working with Children" either direct or indirect.
This position does involve working with beneficiaries, donors and/or partners

Travel:

International

Additional Responsibility: Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.