

## Position Description – Patient Engagement Officer

Updated 08/02/2023.

POSITION DETAILS	
College/Portfolio	<i>College of Medicine and Public Health</i>
Organisational Unit	<i>Rural and Remote Health/ Public Health</i>
Supervisor (Title)	<i>Senior Lecturer Remote Health Practice</i>
Classification	<i>Higher Education Officer level 5</i>
Employment Type	<i>Fixed-term, part-time, FTE 0.6 -1.0 (Negotiable)</i>

POSITION SUMMARY
<p>The NHMRC Centre for Research Excellence for Partnering with Patients (CRE-PACT) was established to transform care and outcomes for people living with chronic kidney disease. The CRE brings together researchers from seven Australian Universities in a dynamic collaboration with major national and international research and policy platforms. The goal of this diverse network is to identify and implement sustainable methods for developing an empowered patient community who can contribute to all stages of research in kidney disease.</p> <p>The Patient Engagement Project Officer is to develop and coordinate a patient involvement framework across the CRE network, consolidating and extending activities already in place. The Project Officer will provide administrative and operational support to project teams, coordinate the implementation and delivery of activities and tasks to meet established milestones and deliverables. This position will help to embed the perspectives, priorities and experiences of people living with kidney disease in all research activities associated with the CRE network.</p> <p><b><i>Position may be based across the footprint of Flinders University Preferred: Bedford Park or Alice Springs</i></b></p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;</li> <li>contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, helping team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor.</li> <li>promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University <a href="#">COVID-19 Vaccination Policy (2022)</a>. If required, any offer of employment will be subject to</i></p>

*the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.*

*In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).*

*Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.*

### KEY POSITION RESPONSIBILITIES

*The Patient engagement officer is accountable for:*

1. Provides operational and project management support during organisation and establishment.
2. Manages the development and implementation of work stream project plans to meet overarching project objectives.
3. Implements project governance and reporting procedures to monitor project delivery.
4. Builds relationships and manages project communications with stakeholders.
5. Contributes to patients' engagement activities across the CRE and Flinders University Network.
6. Liaise with researchers and patients and maintain communication to ensure effective collaboration across the CRE.
7. Develop and deliver training in patient-partnership to all stakeholders involved in the CRE.
8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

### KEY POSITION CAPABILITIES

Essential

- Completion of a diploma or degree qualification in a relevant field OR an equivalent combination of experience and/or education and/or training
- Previous consumer engagement experience and training in a medical research setting
- Well-developed interpersonal, verbal and written communication skills.
- Demonstrated written communication skills with good attention to detail to translate scientific and medical information into plain language.
- Effective negotiation and conflict resolution skills.
- Demonstrated level of tact and discretion
- Ability to work both independently and as a member of a team.
- Effective managing of a diverse group of key stakeholders on large and complex projects and ability to develop productive relationships with key stakeholders.
- Excellent administrative skills, coupled with an understanding of project documentation, standards, and methodologies