# SAAFE CRC

**EDUCATION & TRAINING PROGRAM LEAD**

**JOB & PERSON SPECIFICATION**

**NOVEMBER 2024**

# SAAFE CRC Education & Training Program Lead

**Positions Title:** Education & Training Program Lead

**Reports To:** Research Director

## Position Overview

The SAAFE CRC Education & Training Program will invest more than $5 million towards the development of the next generation of forward-thinking research and industry AMR leaders. The Education & Training Program Lead manages the Education & Training program with a particular focus on the development and management of the SAAFE Scholars Program. The program also includes the development of industry practitioner-focused educational opportunities for SAAFE stakeholders which includes participants from industry, government and the wider community.

A key priority for the Education & Training Program Lead will be the recruitment of PhD candidates into the Scholar Program. This will require working with key stakeholders across the SAAFE partner community to create interest in the Program and to leverage existing and develop new recruitment pathways. They will be responsible for finalising the implementation of the Scholars program and its ongoing management and evolution to proactively address changing stakeholder needs. This will include the refinement of program management tools and resources, and development of key monitoring and evaluation metrics.

As the SAAFE Scholar cohort grows, the Education & Training Program Lead will be a key point of contact for Scholars and will have oversight of funding to support the development of cohort-based and individual professional development opportunities for Scholars.

The Education & Training Program Lead will also work with the SAAFE Senior Leadership and Research Program Lead teams to support the development and delivery of relevant training and development opportunities for the wider SAAFE community.

## Accountabilities

### Leadership

- Coordinate the delivery of the CRC SAAFE Scholars Program underpinned by SAAFE's unique program framework, ensuring graduates achieve timely and productive completion, develop One Health literacy and are "industry"-ready.

- Develop, in collaboration, training opportunities (in multiple modes) for SAAFE Scholars, SAAFE Foundation Fellows and other SAAFE participants where deemed relevant and appropriate in the areas of

  o One Health AMR

  o Communication capabilities at the Industry-Academia interface

  o Futurism

  o Transdisciplinary Research

  o Other areas as determined relevant in consultation with our partners.

- Investigate and secure additional resources for SAAFE's Scholars Program, to assist Scholars financially and developmentally.

- Lead the recruitment of students into the program on a cohort basis, ensuring alignment with the recruitment and enrolment processes of member Universities. This may include the creation of a

pipeline and pathways to support recruitment of future cohorts, including opportunities for those currently working within current or potential SAAFE partner organisations.

- Evolve the Scholar's Program to adapt it to the needs of practitioners and key stakeholders (industry, government and community)

- Lead the commercialisation and broader stakeholder adoption of any bespoke training programs that the CRC develops.

- Lead other strategic initiatives as required to deliver the SAAFE strategic plan

## Finance

- Manage and oversee the SAAFE Education and Training Budget.

- Oversee the living allowance scholarship and professional development budgets for the PhD cohort

- Ensure that CRC HDRs have the appropriate financial and developmental support of their university.

## Operations

- Manage calls for PhD proposals including application reviews and other activities and processes which support Scholar recruitment

- Organise and arrange events (both online and in person) specific to the SAAFE Scholars Program to build engagement within and across the cohort, including summer school-style workshops, networking opportunities and seminars and presentations from key stakeholders

- Convene and host meetings of academic leads among partner universities to provide updates on the Scholars Program and PhD and Foundation Fellow researcher cohorts

- Facilitate industry-linked project engagement opportunities for Scholars, including placements, internships, and the inclusion of research end-users on supervisory panels

- Act as a key CRC contact for PhD candidates and their supervisors, including providing guidance to Scholars for the creation of individual development plans and managing Scholar professional development funds

- Maintain program resources, including induction and development planning documentation and tools

- Inform website content related to the Scholars Program (e.g. HDR recruitment)

- Develop and report on program monitoring and evaluation metrics and be responsible for the provision of scheduled and ad-hoc reports on the Scholars program and other education and training activities for the SAAFE Board, Commonwealth reporting and other ad-hoc requests

- Manage the operations of the SAAFE Education & Training Advisory Committee

# Reporting Relationships

- Reports to the Research Director

- Other key internal working relationships include but are not limited to:
    - SAAFE Senior Leadership team and Research Program leadership
    - Chair, Education & Training Advisory Committee
    - Research Program Manager
    - Research Operations team
    - Finance Manager
    - Business Operations team

# Candidate background

- **Education:** relevant undergraduate degree (a research degree is desirable but not essential)

- **Experience:** proven experience in the higher education and/or research sector with demonstrated strong stakeholder management skills. Experience of higher degrees by research (HDR) administration and/or management is desirable.

- **Skills:**

*Essential*

- Excellent interpersonal skills and the ability to develop and maintain effective stakeholder relationships Excellent written and verbal communication skills including the ability to prepare and present information for a wide range of stakeholders and purposes

- Familiarity with national research frameworks and initiatives that have the capacity to influence and impact Australia's evolving research and training landscapes

- Ability to develop training and development programs and resources

- Project management skills, including evidence of having led and implemented complex projects to successful outcomes, and the ability to plan, coordinate and manage calls for proposals.

- Ability to manage budgets and understanding of related financial and operational processes

*Desirable*

- Understanding of One Health AMR

- An understanding of and interest in skills development frameworks

- An understanding of research student recruitment processes

- Ability to create and deliver engaging and effective training activities for different stakeholder groups

- Familiarity with relevant technology tools for training delivery

# Other Info

This role will be based in South Australia at our office at the UniSA Mawson Lakes campus.

We offer a family friendly work environment with flexible leave and working from home policies although some travel may be required to visit our key stakeholders around Australia.

This role is a fixed term position for three years, full time. An attractive salary will be negotiated with the successful suitable candidate.

## Goals and KPIs *(indicative, for further discussion with successful applicant)*

- Recruitment of cohorts of PhD candidates in alignment with CRC program milestones (1. Commencement of 18 PhD candidates by end year 3; 2. Commencement of 18 candidates by end year 6)

- Create and convene forums for PhDs, researchers and other SAAFE participants to engage in capability and network building opportunities as cohorts commence

- Develop roadmap for further implementation of the SAAFE Scholar Program (in line with our existing framework report – which can be made available to interested applicants on request), outlining

  - Proposed content areas

  - Content development timelines and budgets

  - Third Party content to be integrated

- o   Opportunities to extend delivery of Scholar program content to other SAAFE stakeholders

- In consultation with SAAFE Senior Leadership and Research Program teams, support the development and delivery of education and training development opportunities relevant to SAAFE stakeholders. Examples may include the development of online courses, workshops, seminars or stakeholder on-site extension activities identified through project outputs.

# HOW TO APPLY

Applications including a cover letter and CV should be addressed to Bernie Dyer. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

**Please Note**

Your application will be automatically acknowledged by a return email.