

POSITION DESCRIPTION

POSITION TITLE:	Head, Strategy and Planning
DEPARTMENT:	Directorate
RESPONSIBLE TO:	Director & Chief Executive Officer
LOCATION:	Herston

POSITION OBJECTIVES

The Head, Strategy and Planning drives strategy and strategic planning processes in collaboration with the Director & Chief Executive Officer (CEO) and the Deputy Director & Chief Scientist. The role supports delivery of the strategy through coordination of the Research Program Plans and Departmental Operational Plans. This key leadership role emphasises aligning organisational goals with efficient and integrated planning outcomes, and ensures compliance with statutory and external reporting requirements set by the Queensland Government.

This comprehensive role supports the Director & CEO and Deputy Director & Chief Scientist in development and monitoring of policies and frameworks and where appropriate, monitoring actions relating to the Director & CEO's compliance and other obligations. The role also oversees the business intelligence function, developing information assets and analysis to support decision making, monitoring achievement of the strategic plan and various internal and external reporting requirements for the Institute.

The role works collaboratively with members of the Director's Executive Committee to foster a supportive, positive and effective culture to enable successful initiatives and innovations to thrive throughout the organisation, and to promote open and accountable corporate governance of the organisation.

ORGANISATIONAL CONTEXT

QIMR Berghofer is a statutory body under the *Queensland Institute of Medical Research Act (1945)*. The purpose of QIMR Berghofer is to promote better health through impactful medical research. QIMR Berghofer has a vision to lead the way to significant innovation in health outcomes, nationally and globally. We are committed to supporting ground-breaking research discoveries, achieving sustainability and achieving impact, maintaining an internationally recognised Medical Research Institute within the State of Queensland that is the primary focus of Medical Research within the State. We cooperate with, and where possible assist the work of other medical research institutions within the State and globally.

The Institute focuses its research within four key Programs:

- Brain & Mental Health
- Cancer Research
- Infection & Inflammation
- Population Health

Our Professional Services are organised into departments that provide specialist support for the conduct of internationally competitive research programs and projects. These include People and Culture; Business Development; Finance & Administration; IT Services; Facilities; Corporate Affairs and Fundraising; Scientific Services; and Research Governance and Funding.

QIMR Berghofer promotes a *Working Better Together* operating model, recognising that whilst the purpose of the Institute is medical research, and the contribution of researchers is key, it cannot be done without the work of our highly-skilled professional staff. It recognises that we are all here to facilitate the same mission – *Better health through impactful medical research*. *Working Better Together* is underpinned by the shared understanding and application of our values:

- Excellence
- Integrity
- Respect
- Collaboration
- Accountability

REPORTING AND RELATIONSHIPS

The Head, Strategy and Planning reports to the Director & Chief Executive Officer (CEO), and has one direct report, the Business Intelligence Analyst.

The role works with a high degree of autonomy and independence and establishes and implements strategies, plans, policies and procedures within broad policy direction received from the Council of the Queensland Institute of Medical Research and the Director & CEO, and in accordance with the Queensland Government's Agency Planning Requirements.

The role also works closely with the Deputy Director & Chief Scientist, the Chief Operating Officer, the Institute Secretary and members of the Executive to facilitate Council's and the Director & CEO's priorities.

PRIMARY RESPONSIBILITIES

- As an executive of QIMR Berghofer, promote the attainment of the Institute's vision and objectives, and promote and model the values of the Institute.
- Play a leadership role in driving and coordinating the Institute's strategic planning process, providing strategic advice, generating and coordinating policy advice and monitoring implementation of strategy and policy.
- Work with Departments across the Institute to ensure compliance with Queensland Government Agency Planning Requirements, Annual Reporting Requirements, and other aspects of the Government Performance Management Framework.
- Ensure Department Operational Plans support Research Program Plans and that all planning is aligned with the achievement of Council's strategic performance indicators for the Institute.
- Supervise the Business Intelligence Analyst in the development and continual improvement of data analytics and information assets for all users, ensuring reporting of strategic achievements and return on investment is comprehensive and accurate, and Institute decision making is underpinned by accurate and relevant data and information.
- Conduct research and prepare Council submissions, papers, reports and correspondence relevant to the Director & CEO's and Deputy Director & Chief Scientist's requirements and in support of the Institute's engagement with stakeholders, funding bodies, sectoral collaborators, industry bodies, reviews and calls for information by government and agencies.
- Manage projects, undertake business analysis and implement strategic initiatives to support the work of the Director & CEO, the Deputy Director & Chief Scientist, and the Director's

Executive Committee, providing advice on the alignment between strategy, governance, legislation and policies.

- Work with the People & Culture Department on strategies to create a high-performance culture for the Director's Executive Committee aligned to the strategic vision and values of the Institute.
- Work with internal stakeholders as a trusted advisor, providing expert strategic advice to the Director's Executive Committee and senior management as required.
- Provide secretariat support to the Director's Executive Committee, including monitoring the implementation of outcomes and action items.
- Ensure that the Work Health and Safety (WH&S) management systems required for QIMR Berghofer's compliance with the Work Health and Safety Act, related legislative requirements and the Institute's WH&S policies and procedures are implemented and maintained.

KEY SELECTION CRITERIA

Essential

- Postgraduate qualifications and extensive experience relevant to the role.
- Demonstrated experience in strategic leadership, the provision of advice and development of documentation.
- Proven high-level analytical skills to research and identify trends and requirements in relation to strategy and policy.
- Demonstrated high-level communication skills to research and write non-routine correspondence, working papers, reports, submissions, and strategic plans.
- Demonstrated highly developed interpersonal skills to promote consultation, negotiation and collaboration internally and externally.

Desirable

- Experience in a research or tertiary educational setting.

REMUNERATION AND BENEFITS

This is a full-time appointment. An attractive package will be negotiated with the successful candidate.

QIMR Berghofer also offers:

- Salary Packaging
- State-of-the-art facilities
- Stimulating work setting focussed on cutting-edge medical research
- Supportive/collaborative team environment
- Parental leave provisions