

Position Description

Lead, Evidence Reviews

Work Unit	Evidence, Evidence & Innovation
Classification Level	Level 4
Employment type & FTE	Contract – 1.0 FTE
Work location	Melbourne preferred, will consider other locations
Reporting line	Manager, Evidence
Supervisory Responsibilities	None
Date document created or updated	18/12/2024

Position purpose

The Lead, Evidence Reviews role will lead the development of evidence reviews informed by the ADF's Evidence Framework and associated procedures, and provide support related to the evidence review activities and schedule for the Evidence & Innovation Business Unit.

The position demands demonstrated experience in conducting high quality evidence reviews, including critical appraisal of evidence, and a high degree of understanding of current AOD issues, evidence synthesis and project management skills.

Organisational context

Celebrating more than 60 years of service to the community, the Alcohol and Drug Foundation (ADF) is Australia's leading organisation committed to inspiring positive change and delivering evidence-based approaches to minimise alcohol and drug harm.

We bring expert knowledge and research into the design and implementation of our programs. We reach millions of Australians through sporting clubs, educational institutions and communities, by supporting and informing drug and alcohol prevention programs, and through the provision of educational information. We are proudly not-for-profit, evidence-based and independent. For further information, please visit www.adf.org.au

Key relationships

Internal

- Manager, Evidence
- Head of Evidence & Innovation
- Librarian, Evidence Team
- Evidence Team
- Evidence and Innovation Business Unit
- Marketing and Communications Team

External

- External subject matter specialist reference groups and networks
- Relevant AOD, health and community organisations and other stakeholders
- AOD Research institutions and researchers
- Other appropriate key stakeholders

Responsibilities

Leadership

- Lead the planning, execution and delivery of ADF's evidence review projects to support evidence-informed decision making on specific AOD-related topics.
- Lead, mentor and train other evidence review team members or external researchers in evidence review processes.
- Act as a subject matter expert on evidence review methodologies and best practices.
- Contribute to an evidence-informed culture, working with other key ADF staff to advise on best and emerging practice for the prevention and reduction of AOD related-harms.

Knowledge Development

- Lead the identification, critical appraisal and synthesis of the best available peer-reviewed evidence on specific AOD-related topics guided by the ADF Evidence Framework and relevant procedures.
- Lead the development of comprehensive high-quality evidence review reports, presentations and publications in a style and language suitable for a range of ADF target audiences, including priority populations.

Project Management and Reporting

- Manage multiple evidence review projects simultaneously ensuring timely and high-quality delivery.
- Contribute to the production of reports to relevant stakeholders/funders as required.
- Manage and maintain key project management tools to support the delivery of evidence review projects including project plans, evidence review briefs, business plans, project status reports etc.

Knowledge Management

- Support the implementation of quality assurance systems including the ADF Evidence Framework which highlights the appropriate evidence for knowledge and information publications.
- Monitor trends in the field of evidence synthesis, recommending and integrating improvements to the team's approach as required.

Stakeholder Engagement

- Liaise with external subject matter experts to seek their expert review of evidence review search and screen plans and draft evidence review reports.
- Manage effective relationships with internal staff and external stakeholder relationships to facilitate the delivery of ADF evidence review projects, including the Digital and Marketing and Communications Team to ensure seamless delivery of evidence reviews.
- Support key ADF staff to effectively communicate evidence review findings to

internal and external stakeholders.

General Administration and Support

- Contribute to Evidence Team's work, ADF planning and attend relevant meetings.
- Conduct additional tasks as required.

Capability profile

Essential

Formal education and experience

- PhD, or clinical/professional doctorate in Health Promotion, Public Health, Alcohol and Other Drugs, Mental Health, Psychology or related discipline.
- Demonstrated experience in evidence synthesis including leading systematic and/or rapid reviews to develop evidence base to inform public health and AOD outcomes, or similar.

Skills and knowledge

- A strong knowledge of alcohol and other drug issues, evidence-based approaches and/or health promotion and public health strategies and methods.
- Demonstrated knowledge and skills in conducting and leading evidence reviews.
- Proficiency in evidence review software including Endnote and Covidence.
- Knowledge of/experience in using established frameworks (e.g., PRISMA, GRADE, JBI) to conduct evidence reviews.
- Ability to write in an easily understood style and format for a range of audiences, including policy and decision makers.
- Strong critical thinking skills and problem-solving skills with demonstrated ability to navigate complex areas evidence.
- Demonstrated ability to prioritise competing demands in a fast-paced environment.
- Strong verbal and written communication.
- Demonstrated experience in stakeholder engagement and relationship management.
- Strong teamwork and collaborative mindset, with experience of working across multiple business units/complex organisations to deliver high quality outcomes.
- Demonstrated knowledge and experience in implementing and maintaining quality standards for information services, or similar.
- Demonstrated project management skills, with ability to deliver against program and organisational requirements to a high quality.
- Advanced organisational and information management skills.

Desirable

- A minimum of two years working in the AOD sector, or similar.

Key competencies

Competency	Definition	Importance
Analytical Thinking	Able to understand a situation by systematically seeking and evaluating available information and/or by breaking it into causal steps to support effective decision-making.	Essential

Judgement & Decision Making	Makes rational, realistic and sound decisions. Considers all facts and alternatives available. Looks for causes, not just symptoms, and selects appropriate courses of action to solve problems.	Essential
Customer Focus	Understands and works to meet the needs and expectations of internal and/or external customers. Concerned with providing prompt, efficient, and personalised service to clients. Willing to go out of his/her way to ensure that individual customer needs are met.	Essential
Teamwork & Collaboration	Cooperates and works well with others in the pursuit of team goals. Shares information and supports others.	Essential
Communication	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	Essential
Conscientiousness	Reliable and diligent. Can be counted on to deliver on expectations and to carry out tasks in a proper and thorough manner.	Essential
Quality & Compliance Focus	Performs duties in a consistent and reliable manner. Demonstrates attention to detail and standards of excellence. Committed to the achievement and maintenance of quality.	Essential
Adaptability	Adapts to changing work requirements and demands. Willing to adjust behaviour in response to the situation. Receptive to new ideas and approaches. Undertakes work with a sense of flexibility.	Desirable