

NSW Health Directors of Research Committee

Terms of Reference

Purpose

The primary purpose of the NSW Health Directors of Research Committee (the Committee) is to provide expert advice and recommendations to the Office for Health and Medical Research (the OHMR) on matters related to research start-up, research conduct and research policy, as well as to facilitate knowledge exchange, collaboration, and professional development among individuals who lead and oversee research infrastructure within the public health sector.

The Committee will also serve as a consultative body, assisting the OHMR in formulating and implementing policies, programs and initiatives that promote and enhance high quality and ethical research in the NSW public health system. The Committee aims to provide a platform for members to share experiences, best practices, challenges, and innovative approaches in research leadership, thereby contributing to the enhancement of research quality, impact, and relevance within the public health domain.

Through regular meetings, this Committee aims to empower its members to collectively drive research excellence, innovation, and societal impact in the pursuit of improved public health outcomes across New South Wales.

Key Objectives

- **Contribute experience and expertise:** to collectively contribute research expertise, corporate knowledge and District/Network leadership experience to the development and delivery of NSW Health wide strategic research initiatives.
- **Advice and Recommendations:** to offer informed, impartial, and evidence-based advice and recommendations to the OHMR on issues pertaining to research policy and practice.
- **Knowledge Exchange:** Foster a collaborative environment where members can share insights, experiences, and lessons learned from their roles as Directors of Research, thereby promoting mutual learning and the dissemination of successful strategies to the enhance research quality, impact, and relevance within the public health domain.
- **Networking:** Facilitate connections among Directors of Research across various NSW Health Organisations, enabling them to establish a supportive professional network for ongoing communication and collaboration.
- **Capacity Building:** Provide opportunities for members to enhance their skills, competencies, and leadership abilities through expert-led discussions, workshops, and presentations on relevant topics such as research ethics, funding opportunities, research management, and policy impact.
- **Problem Solving:** Engage in discussions and brainstorming sessions to collectively address

challenges faced by Directors of Research, offering insights and potential solutions to common issues in research leadership.

- **Strategic Alignment:** Align research priorities, strategies, and goals across public health organisations in New South Wales, fostering collaboration on projects of shared interest and societal impact.
- **Working Groups :** The Committee shall be able to form working groups from amongst its membership to develop more detailed work product on topics related to the purpose and objectives of the Committee.

Reporting

The Committee reports to Deputy Secretary Clinical Innovation and Research.

Membership

The Committee consists of individuals who hold the position of Director of Research or an equivalent role within NSW Health Organisations.

Membership is extended to (up to) two members from each NSW Health Organisation and who are actively engaged in research-related leadership, management, and strategic decision-making within their respective organisations. Membership is voluntary and complementary, and participants are expected to actively contribute and engage in the Committee's activities.

NSW Ministry of Health:

- Executive Director, Office for Health and Medical Research (ex-officio)

Nominated attendees include:

- Office for Health and Medical Research representatives as required.

Chair

The Executive Director of the NSW Office for Health and Medical Research will chair the Committee and in the Executive Director's absence, an acting chair will be nominated from amongst the membership. The Chair will:

- Officiate and conduct meetings, ensuring that the Committee functions effectively and in accordance with the Terms of Reference
- Manage and make determinations on any real or perceived conflicts of interest
- Work with the Committee secretariat to set agenda, determine meeting frequency and length. This includes ensuring minutes are complete and accurate, included and reviewed at the next meeting
- Represent the views of the Committee as required.

Frequency of meetings and quorum

The Committee meetings will be held on a bi-monthly basis, with a total of six meetings scheduled per calendar year. Meetings will typically occur on the third Friday of every even-numbered month of the year.

Meetings will be conducted virtually via video conferencing platforms, ensuring accessibility for members from different geographical locations across New South Wales, with limited in-person attendance at the Ministry of Health building at 1 Reserve Rd, St Leonards.

Additional meetings will be scheduled as required, or as determined by the Chair with agreement from the Membership. A quorum will be the Chair plus 75% of the membership.

Code of conduct

All members will abide by and display behaviour consistent with the NSW Health Code of Conduct.

Conflicts of interest

Members must declare conflict of interest matters and management of conflict of interest will be undertaken by the Chair.

Secretariat

NSW Office for Health and Medical Research will provide initial secretariat support to the Committee as required. Determination of a permanent secretariat will be discussed within the Division of Clinical Innovation and Research.

Terms of Reference review

These Terms of Reference will be reviewed every two years.