



POSITION DESCRIPTION

School of Biomedical Sciences
Faculty of Medicine, Dentistry and Health Sciences

Research Officer (Policy and Evaluation)

POSITION NO	0060496
CLASSIFICATION	Level B
SALARY	\$114,645 - \$136,136 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed-term for 12 months
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Angeline Ferdinand Tel +61 3 8344 0660 Email a.ferdinand@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Doherty Institute is currently seeking an academic research scientist with experience in health service implementation and evaluation for the position of Research Officer. The position will support monitoring and evaluation of the Doherty Institute's initiatives to strengthen communicable disease prevention and control within Australia and across the Asia Pacific region. This work will focus on the areas of pathogen genomics in public health; antimicrobial resistance; One Health; and the use of evidence and data to inform public health responses to infectious diseases. Cross-cutting themes underpinning the work include health equity, gender equality and disability social inclusion (GEDSI) and climate change.

The position will report to Dr Angeline Ferdinand within the Policy and Evaluation Unit of the Microbiological Diagnostic Unit Public Health Laboratory (MDU PHL), WHO Collaborating Centre for Antimicrobial Resistance and Centre for Pathogen Genomics, and working closely with other staff across the Doherty Institute.

The incumbent will be required to work closely with the Doherty Institute implementation team, external domestic and regional partners and other stakeholders across all elements of monitoring and evaluation. Key tasks will be co-designing the evaluation framework and methodologies, development of evaluation tools, obtaining ethics approval, collecting and analysing qualitative and quantitative data and leading dissemination of findings.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Manage and participate in the day-to-day tasks associated with running evaluation studies including consultation with stakeholders, evaluation design and data collection and analysis.
- ▶ Co-ordinating collaboration and communication with project implementers, domestic and regional partners and other stakeholders.
- ▶ Lead the development of evaluation documentation including policies and protocols.
- ▶ Developing evaluation frameworks.
- ▶ Develop effective timelines and milestones based on goals of the evaluation.
- ▶ Collate, review/analyse interview data and policy documents related to the evaluation.
- ▶ Negotiate and manage the extraction of data relevant to the evaluation including data cleaning and harmonisation.

- ▶ Collect and analyse key informant interview data.
- ▶ Prepare materials for ethics submissions.
- ▶ Contribute to reports and journal articles for publication.
- ▶ Provide input into decisions about future studies including the sourcing of potential funds and the development of grant applications.
- ▶ Lead publications arising from evaluation findings, such as in peer reviewed journals.
- ▶ Active participation in the communication and dissemination of findings where appropriate.
- ▶ Contribute to reports to government and other stakeholders on the findings of the evaluation.

1.2 LEADERSHIP AND SERVICE

- ▶ Assist in the preparation and submission of competitive grant applications relating to the research program.
- ▶ Contribute to the development of models to assess the impact and cost-effectiveness of project activities, including microbial genomics in public health.
- ▶ Engage with key stakeholders (including funding bodies) to inform and optimise evaluation objectives and outcomes.

1.3 TEACHING AND LEARNING

- ▶ Co-supervise research students.
- ▶ Contribute to teaching, training, scientific mentoring of staff and students.
- ▶ Supervise junior research staff in the appointee's area of expertise.

1.4 ENGAGEMENT

- ▶ Work effectively under the supervision of Dr Angeline Ferdinand. Work collaboratively across a multidisciplinary, multi-organisational team to support and develop key relationships within local and regional partners, including partners in The Doherty Institute, funding bodies including the Department of Foreign Affairs and Trade, and Australian and State and Territory Departments of Health and The Commonwealth Office of Health Protection.
- ▶ Present research results at local, national and international forums.
- ▶ Attend and actively participate in departmental seminars, meetings and/or committee memberships.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A PhD degree in Evaluation Science, Public Health, Epidemiology or related discipline, or an equivalent combination of relevant experience and/or education and training.

- ▶ A substantial track record in the field of Evaluation Science, Public Health, Epidemiology or related field.
- ▶ Demonstrated leadership in research as evidenced by active contribution to research projects with multiple stakeholders.
- ▶ Demonstrated ability to work across multiple projects, stakeholders and ability to manage competing priorities and timelines.
- ▶ A developing profile in research as a member of a team, as evidenced by the production of research publications including literature searches, and drafting manuscripts, conference and seminar papers and contributing to grant applications.
- ▶ Research experience and an interest in evaluation and implementation science.
- ▶ Demonstrated experience in the development of research capacity.
- ▶ A track record of success in qualitative and quantitative data collection and analysis in health services research/health policy.
- ▶ Excellent written and verbal communication skills, including the ability to communicate with a range of stakeholders from policy and research environments.
- ▶ Demonstrated ability to work independently and collaboratively in a team to achieve project goals and meet agreed deadlines.
- ▶ Other duties as required that are consistent with the classification of the position.

2.2 DESIRABLE

- ▶ Previous experience working with stakeholders such as departments of health in large research projects or collaborative studies.
- ▶ Demonstrated leadership, ability to manage workgroups and projects.
- ▶ Experience in issues of health equity, gender equality and disability social inclusion (GEDSI) and climate change.

2.3 SPECIAL REQUIREMENTS

- ▶ Capacity to travel periodically domestically and within the Asia Pacific region.
- ▶ Commitment to observe, sign and abide by MDU's confidentiality and information use agreement when working with MDU data.
- ▶ Undergo police and security checks as a condition of employment with the University of Melbourne.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check
- ▶ Vaccination against relevant infectious diseases is recommended and provided.
- ▶ The right to reside and work in Australia and meeting all applicable visa conditions.

3. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 DEPARTMENT OF MICROBIOLOGY & IMMUNOLOGY

The Department of Microbiology & Immunology is one of the departments within the School of Biomedical Sciences in the Faculty of Medicine, Dentistry and Health Sciences. Further information is available at <http://www.microbiol.unimelb.edu.au/> and <http://bsac.unimelb.edu.au/>.

5.2 THE MICROBIOLOGICAL DIAGNOSTIC UNIT PUBLIC HEALTH LABORATORY

The Microbiological Diagnostic Unit (MDU PHL) is a public health laboratory for the Department of Health, Victoria situated within the Department of Microbiology and Immunology at the University of Melbourne. The MDU has been established for over 100 years on External State Government funding.

The MDU PHL is concerned with provision of services for the laboratory diagnosis of diseases of public health importance, the application of typing methods, use of computer-based data collection systems for epidemiological purposes, and provision of expert opinion. In addition, the Unit undertakes the microbiological examination of foods and

water for compliance with regulatory and voluntary codes and standards. MDU PHL is NATA accredited for Biological testing, including Forensic Operations, NATA/RCPA accredited for medical testing and performs selected veterinary testing.

5.3 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

The Doherty Institute is a world-class institute combining research in infectious disease and immunity with teaching excellence, reference laboratory diagnostic services, epidemiology and clinical services. It is a joint venture between the University of Melbourne and Melbourne Health.

A new, purpose-built building for the Doherty Institute was completed in early 2014. The members of the Doherty include the Department of Microbiology and Immunology and the Microbiological Diagnostic Unit Public Health Laboratory of the University of Melbourne, the Victorian Nosocomial Infection Surveillance System, The Victorian Infectious Diseases Reference Laboratory, The Victorian Infectious Diseases Service, and The World Health Organisation Collaborating Centre for Reference and Research on Influenza.

Further information about the Doherty Institute is available at:
<http://www.doherty.unimelb.edu.au>

5.4 SCHOOL OF BIOMEDICAL SCIENCES

www.biomedicalsciences.unimelb.edu.au

The School of Biomedical Sciences is part of the Faculty of Medicine Dentistry and Health Sciences. It was established on 1 January 2015 and comprises the Departments of Anatomy and Neuroscience, Biochemistry and Molecular Biology, Microbiology and Immunology, Pathology, Pharmacology and Therapeutics, and Physiology.

Situated on the University's Parkville Campus in a rich medical practice and research precinct the School has much to offer research and teaching staff alike.

5.5 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention,

Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.6 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at about.unimelb.edu.au/careers.

5.7 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.8 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>