



POSITION DESCRIPTION

Department of Microbiology and Immunology
Faculty of Medicine, Dentistry and Health Sciences

Infection Control Officer

POSITION NO	0050774
CLASSIFICATION	UOM 8
SALARY	\$105,684 – \$114,389 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed term until 30 June 2021 Fixed term contract type: Externally Funded contract
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	Professor Benjamin Howden Tel: +61 3 8344 5701 Email: bhowden@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

This Infection Control Officer role will be based at the Microbiological Diagnostic Unit Public Health Laboratory (MDU PHL), University of Melbourne at The Peter Doherty Institute of Infection and Immunity. The incumbent will work across three major project areas:

1. Activities to support regional responses to address Antimicrobial Resistance in Pacific Island Countries. The incumbent will contribute to a highly collaborative consortia funded by the Australian Government Department of Foreign Affairs and Trade Indo-Pacific Centre for Health Security to deliver a multi-country, capacity building and training program to improve prevention and response to antimicrobial resistance in the Pacific region. They will provide technical expertise in infection prevention and control to support capacity building and training programs in selected Pacific Island Countries. The incumbent will be required to contribute infection prevention and control skills, knowledge and advice in regional healthcare settings, including facilitation of training workshops, development of guidelines and policies and ongoing advice and support for regional counterparts. Additional activities will support the role of The Doherty Institute in contributing to World Health Organisation activities in the region to address AMR.
2. COVID-19 infection prevention and control activities, focussed on designing and implementing specific approaches to improve IPC activities for COVID-19 in the MDU PHL, as well as assisting with DFAT supported activities in the region.
3. In collaboration with the current IPC working within MDU PHL, contribute to Victorian DHHS IPC activities to address infection control issues within the Victorian Community.

The Infection Control Officer is required to demonstrate a high level of professionalism and initiative and will work collaboratively within a state-wide and internationally distributed team.

The Infection Control Officer will be required to be highly organised, communicate effectively with a diverse group of individuals, and provide support for infection prevention and control activities at MDU PHL. The position will report directly to the Director of MDU PHL, Prof Ben Howden.

1. Key Responsibilities

- ▶ Provide technical expertise for Infection Prevention and Control in the Doherty Institute-led consortium's antimicrobial resistance training and capacity building project, including developing and conducting training programs, guidelines and policies, and ongoing advice for regional counterparts.
- ▶ Provide expertise infection prevention and control measures, including the development of guidelines and materials for MDU PHL staff in alignment with COVID-19 national guidelines.
- ▶ Work collaboratively within a multi-disciplinary team to contribute to two key project areas.
- ▶ Engagement and coordination of Infection Prevention and Control activities with key stakeholders, including the Victorian Government Department of Health and Human Services, DFAT project partners, and regional counterparts.
- ▶ Contribute to the development of project plans and reports as required.
- ▶ 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

- ▶ Suitably qualified Division 1 Registered Nurse and extensive relevant experience
- ▶ An extensive understanding of the principles and practice of infection prevention and control including all aspects of reprocessing (cleaning, disinfection and sterilization).
- ▶ Ability to deal with a range of complex and sensitive issues and to work in a range of complex environments
- ▶ High-level interpersonal, consultative and negotiation skills
- ▶ Demonstrated ability to work both independently and as a team member, manage priorities and meet deadlines
- ▶ Strong interpersonal, verbal and written communication skills with the ability to relate effectively with a range of people across all levels of the organisation;
- ▶ Ability to work within a multidisciplinary team to develop and conduct training workshops and activities, preparation of documentation and contribute to reporting
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite

2.2 DESIRABLE

- ▶ Practical experience as an infection control consultant
- ▶ Experience in surveillance, epidemiology and critical appraisal
- ▶ Experience working in global health development settings.

2.3 SPECIAL REQUIREMENTS

- ▶ Sign and abide by confidentiality and information use agreement
- ▶ Some flexibility in days and hours of work may be required to provide support for training activities, including potential travel within the Asia-Pacific region.
- ▶ Undergo police and security checks as a condition of employment with the University of Melbourne
- ▶ Vaccination against relevant infectious diseases is recommended and provided.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under general to broad direction depending upon experience and the complexity of the tasks, within the context of a supportive group environment.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have the discretion to innovate within own function and take responsibility for outcomes; undertake planning involving resources use and reporting.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. The incumbent would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected.

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

3.4 BREADTH OF THE POSITION

The incumbent will have a depth or breadth of expertise developed through extensive relevant experience and application.

4. *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 strive for excellence and reach the targets of Growing Esteem.

5. *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/people/community/responsibilities-of-personnel>

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

6. Other Information

6.1 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/>.

6.2 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, the 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.

6.3 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>

6.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of

\$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

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.

Further information about the Faculty is available at:

<http://www.mdhs.unimelb.edu.au>

6.5 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

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 <http://about.unimelb.edu.au/careers>.

6.6 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of *Research at Melbourne: Ensuring Excellence and Impact to 2025*.

6.7 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>