Business Services
Chief Operating Officer Portfolio

Infection Control Coordinator

POSITION NUMBER	0051329
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 8 - $105,684 - $114,389
SUPERANNUATION	Employer contribution of up to 17%
WORKING HOURS	Full Time (or part-time negotiable)
BASIS OF EMPLOYMENT	Fixed term available for six months
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	COO-Recruitment coo@unimelb.edu.au or Angela Thiel *Please do not send your application to this contact*

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at
https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Digital and Data
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

BUSINESS SERVICES

Business Services provides a full range of class leading information technology, facilities management, finance, HR and health and safety services to all operating entities of the University.

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.

ABOUT THE ROLE
Position Purpose:

The Infection Control Coordinator is responsible for advising, implementing, supporting, guiding and providing reassurance to the University community on COVID-19 infection control matters, as well as ensuring the provision of high-quality infectious disease control. This will include prevention, management and supporting the containment of potentially infected staff and students within the University's accommodation providers, affiliates and the wider university including facilities, schools, and associations.

The Infection Control Coordinator assists the University community to understand infection control requirements and is often called upon to review and provide support and advice on proposals, protocols and COVIDSafe Plans.

Key elements of this role are ensuring a high level of care is provided to our on-site students, embedding best practice measures to prevent infection and the development of frameworks for when infection is identified and isolation is required for both self-isolation and the isolation of infected students. Integral to

the role is the initiation of protocols and ensuring there is oversight of isolated students who may deteriorate in health require immediate medical intervention including liaising with the Health Service staff and health practitioners to ensure a timely provision of care to affected University community members as well as providing advice to the Critical Incident Team around management and containment of infectious disease within the University.

The role works in partnership with a University wide network of functional experts and key stakeholders to coordinate program development and provide infection control expertise to meet the likely expectations and demands for the return to COVID-Safe campus.

If required, the Infection Control Coordinator contributes to contact tracing and case management of COVID-19 as well as developing and delivering public health and health promotion messages across the University.

The Infection Control Coordinator reports to the Lead of the University's Public Health Network in Business Services and is overseen by the Lead of the Public Health Network.

Reporting line: Lead - Public Health Network
No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: #

Core Accountabilities:

The Infection Control Coordinator, will collaborate with other Public Health Network members and existing functional public health experts to ensure the coordination and implementation of COVID-19 related public health functions, specifically providing contributions to:

1. Infection control

    - Contribute to the provision of infection control, including prevention and management required in student accommodation and other areas of the University. This includes allocation of duties and responsibilities to the employees on site in the accommodation provider and affiliate buildings.
    - Ensure that staff assigned to these duties are knowledgeable, competent and professional in the provision of services. The Infection Control Coordinator will be required to demonstrate and teach appropriate infectious disease prevention and management skills to other staff where necessary.
    - Support and encourage all students to carry out good infectious disease prevention practices.
    - Provide expert advice and support to students and staff as required.

- Oversee the management of specifically assigned infection control prevention practices, including dissemination of health alerts, infection control, risk management and maintenance of student privacy.
- In the event of a confirmed case, provide leadership to maximise the University's chances of containment.
- In line with best practice and principals of continuous quality improvements, provide expert advice around opportunities to initiate change, including identifying and growing a stream of work that focuses on a proactive infectious disease prevention. This would entail creating a strategy, plan and budget and also identifying capabilities and resourcing needed to offer such a service.
- Participate in the management team providing expert infectious disease prevention and management advice.
- Provide leadership in quality improvement and risk management, ensuring that systems support safe and best clinical practice to all students.
- Occupational Health and Safety (OH&S) responsibilities as outlined in section 5.

2. Professional responsibilities

- Ensure, appropriate nursing care and support for infected students
- Providing advice to the University on isolation
- Ensure that all the required equipment is available within the housing to monitor the health of the isolated students.
- Ensure that training is provided for staff at the accommodation provider and affiliates to recognise potential infection issues.
- As the nominated responsible person delegated to care for these students ensure this is to the relevant legislation, and within the restrictions of the permit.
- Manage the promotion of Infectious disease prevention within accommodation provider and affiliates locations. This will incorporate the dissemination of hygiene promotion material and equipment.

3. Liaison

The Infection Control Coordinator will regularly liaise with staff in various university accommodation providers, including the Residential Accommodation manager and colleges management teams, the university's COIVD-19 support teams including campus community, health and safety professionals and campus services.

The Infection Control Coordinator has responsibility for:

- the infection control review (audit) of the accommodation provider and affiliates
- the collation of material relevant to the prevention of COVID19 through effective infection control.

4. Public health/health promotion/infection control advice, education, training and messaging

- Provide advice on public health/health promotion/infection control to University staff, particularly to the University's Public Health Campaign and Communications teams
- Monitor and refine public health messaging over different phases
- Develop targeted public health messages and advice for specific University cohorts (eg, students living in University accommodation, students on placement in high-risk environments, frontline service employees, graduate researchers, visitors, research partners)
- Ensure accurate and timely public health information is available and disseminated to the University's community
- Produce and deliver public health education and training to various groups from the University's community as required
- Support and guide the University's Student Ambassador Program providing COVIDSafe advice and guidance to people on campus
- Support new public health initiatives at the University, related to COVID-19

5. Quarantine support for return of international students (as required)

- support university-initiated program to transit international students from home country to Australia Including:
    - infection control information and training
    - infection control protocols for support services
    - hotel quarantine support (if applicable)
    - case management support for this cohort

6. Case management support and coordination (if required)

- Contribute to the existing case management program which includes contact tracing and management of COVID-19 cases
- When required, lead a team of Case Managers to undertake contact tracing and management of cases of COVID-19

- Establish, coordinate and contribute to the design of an epidemiological review of cases of COVID-19 at the University

7. Additional duties

- The Infection Control Coordinator will undertake additional duties as required by the Lead, Public Health Network.

Selection Criteria:

Education/Qualifications
1. Tertiary qualifications in nursing, infection control and/or public health are required for this position.

Knowledge and skills:
1. Strong knowledge of infection control, infectious diseases and disease control, epidemiology, biostatistics, and an understanding of health promotion.
2. Clear understanding of the complexities and nuances in providing nursing and/or public health support to a student cohort, including the management of infectious disease control matters.
3. Experience in the development and implementation of protocols and procedures for the management of infectious diseases across a large organisation.
4. Extensive experience leading the development, implementation and evaluation of infection control, health promotion, or public health programs and services.
5. Knowledge of relevant statutes, legislation, regulations and compliance requirements in the management of infectious diseases.
6. Ability to educate, train and foster best practice amongst lay staff/non-medical staff/students around infectious disease management and/or public health matters.
7. High-level organisational skills and the demonstrated ability to respond to changing priorities, including leadership skills and the capacity to initiate, embrace and foster change.
8. Strong written and verbal communication skills.
9. Ability to work under pressure in a fast-paced environment.
10. Excellent interpersonal skills, including the proven ability to effectively communicate with a range of health and other experts.

Other job-related information:

Occasional work out of ordinary hours.

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Significant

Judgement: Significant

Operational context: University wide breadth

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.