

Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	Research School of Population Health
Department/Unit:	National Centre for Epidemiology & Population Health
Position Title:	Fellow - MAE Program Convenor
Classification:	Academic Level C
Position No:	TBA
Responsible to:	Convenor, MAE Program
Number of positions that report to this role:	2
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

We are recruiting for an innovative field epidemiologist to convene the Master of Philosophy in Applied Epidemiology Program (MAE) - Australia's Field Epidemiology Training Program (FETP). The position sits in the National Centre for Epidemiology and Population Health, one of five centres within the Research School of Population Health (RSPH). The Fellow – MAE Program Convenor will coordinate the MAE program and conduct applied epidemiological research into a relevant area of work that may be infectious or non-communicable in nature. The Fellow – MAE Program Convenor will also represent the MAE program externally, convene and teach associated coursework subjects, and supervise staff and students.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Fellow - MAE Program Convenor will report to the Professor of Applied Epidemiology and is required to develop and maintain highly effective relationships with external stakeholders, staff and students, to collaborate with a range of government, non-government and community health organisations, and develop collaborative research within RSPH and with other academic institutions.

Role Statement:

Specific duties required of a **Level C Academic** include:

- Coordinating the MAE program, including identifying appropriate MAE field placements and recruiting high quality MAE scholars.
- Representing the MAE program externally to Australian health departments, international health agencies, and associated networks.
- Supervising MAE scholars, including supporting student projects in consultation with field supervisors, and conducting field visits.
- Contributing to the teaching activities of the School at undergraduate and graduate levels. This includes, but is not limited to, the preparation and delivery of lectures and tutorials, the preparation of online material, marking and assessment, consultations with students, acting as a subject coordinator, the initiation and development of course/subject material and actively leading overall curriculum development and evaluation within the discipline.
- Developing and participating in collaborative research in an area of relevance to field epidemiology (infectious or non-communicable disease) and/or epidemic response, including supervising and mentoring PhD students.
- Actively seeking external funding/research grants, including preparing and leading major multi party collaborative research proposals.
- Proactively contributing to all aspects of the operation of the School, College and University. This may include taking on leadership and broad supervisory roles.
- Undertaking limited periods of interstate and/or international duty travel.
- Complying with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Other duties as required consistent with the classification level of the position.

Skill Base

A **Level C Academic** will normally have advanced qualifications and recognised significant experience in the relevant discipline area. This position will require a doctoral qualification in a relevant research area.

In determining experience relative to qualifications, regard shall be given to teaching experience, experience in research, experience outside tertiary education, and professional contributions.

In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.

SELECTION CRITERIA:

1. A PhD in epidemiology/public health or a health related field, with professional experience working in public health. The following training/qualification is highly desirable.
 - Completion of a field epidemiology training program
 - Registration as a public health medicine specialist in Australia (Fellowship of the Australasian Faculty of Public Health Medicine)
2. Strong track record of independent research in an area related to field epidemiology, epidemic response, environmental health and/or Aboriginal health, as evidenced by cited publications in peer-reviewed journals and conferences.
3. Experience with teaching and learning in public health and with curriculum development at a tertiary level, as well as experience in supervising and training students and staff.
4. Demonstrated ability to work effectively and harmoniously in a multi-disciplinary team and maintain effective relationships with colleagues, staff, students, and external stakeholders.
5. Highly developed organisational skills, including the ability to manage priorities and lead multiple projects, and well developed oral and written communication skills.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Delegate Signature:

Date:

Printed Name:

Position:

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Health & Medicine	Dept/School/Section	RSPH/NCEPH
Position Title	Fellow - MAE Program Coordinator	Classification	Academic Level C
Position No.	TBA	Reference No.	


In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Robyn M Lucas	Date:	5 August 2017
--------------------------------	---	--------------------	---------------	--------------	---------------