



POSITION DESCRIPTION

Nossal Institute for Global Health
Melbourne School of Population and Global Health
Faculty of Medicine, Dentistry and Health Sciences

Head of Education and Learning Unit: Nossal Institute for Global Health

POSITION NO	0041584
CLASSIFICATION	Lecturer Level B or Senior Lecturer Level C <i>Level of appointment will be commensurate with the qualifications and relevant experience of the successful appointee.</i>
SALARY	\$95,434 - \$113,323 p.a. or \$116,901 - \$134,792 p.a. (pro rata where applicable)
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time or Part-time (FTE negotiable) fixed term position available for 3 years Fixed term contract type: Specific Task or Project
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
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 Barbara McPake Tel +61 3 8344 2490 Email Barbara.mcpake@unimelb.edu.au <i>Please do not send your application to this contact</i>

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about.unimelb.edu.au/careers
[joining.unimelb.edu.au](http://about.unimelb.edu.au/careers/joining)

Position Summary

This position represents an exciting opportunity to join a dynamic research team as a Head of Education and Learning Unit within the Nossal Institute for Global Health, part of the Melbourne School of Population and Global Health. The Head of the Teaching and Learning Unit has the primary role in leadership, management and growth of the portfolio of activities and expertise in the Nossal Institute for Global Health in the areas of 'for credit' coursework offerings through the University of Melbourne at both undergraduate and post graduate level. This role also encompasses supporting the coordination and integration of education and learning activities across all the Units of the Institute, recognising its place in a research intensive University that encourages evidence-based research-led teaching.

The appointee will bring their expertise in the areas of Governance and Financing; Maternal, Sexual and Reproductive Health; and Disability Inclusive Health and Development Units or other areas contributing to health system development to the Nossal Institute of Global Health and will help the institute with:

- Enhancing research profile by attracting research grant income and publishing widely and in respected journals
- Contributing to teaching programme (see website) in existing or new areas and provide leadership for Education and Learning Unit.
- Bring existing networks and build new partnerships in the Asia Pacific region and further afield
- Contribute to technical assistance and consultancy work with the aim of enhancing health systems development in the region, supporting the work of the Nossal Institute by contributing financially, building networks, and supporting research agendas.

The incumbent will be expected to actively develop a growing portfolio of activities and programs which receive external funding, and thus contribute to the growth of income of the Institute, and cover the costs of new staff and activities within the Unit.

As one of the Unit Heads of the Nossal Institute for Global Health, the incumbent will also be a member of the Nossal Executive Group, and contribute to the overall leadership of the Institute, its growth and direction, and to the coordination and integration of activities across the other Units.

The incumbent will report to Director of Nossal Institute and have responsibilities to supervise research graduate students and research support staff.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A PhD in a relevant discipline such as health security, international relations, political science and health systems development in the Asia Pacific region
- ▶ Demonstrated a successful track record in research, publication and research funding commensurate with level of appointment
- ▶ Demonstrated experience in teaching, course leadership and design and teaching management commensurate with level of appointment
- ▶ Demonstrated experience in commitment to the translation of research evidence into policy and practice
- ▶ Knowledge of health system development in Asia Pacific reflected in the relevance of the research and publication track record

- ▶ Experience of living and working in a low or middle income Asia Pacific country or significant engagement with one or more of such countries over a prolonged period
- ▶ High level written and oral communication skills including the ability to communicate with a range of stakeholders from policy and research environment
- ▶ Commitment to the principles of inclusive development
- ▶ Demonstrated capacity to attract external funding
- ▶ Demonstrated capacity to supervise Higher Degree Research students and post-graduate students conducting research projects
- ▶ Demonstrated ability to work independently and collaboratively in a team
- ▶ Track record of success in publications including research publication in quality peer-reviewed journals and other scholarly outputs

1.2 DESIRABLE

- ▶ Belong to networks of major regional and global stakeholders such as multilateral and bilateral development partners, international NGOs and regional academic institutions
- ▶ Demonstrated experience of working in collaboration with local partners in low and/or middle income countries of the Asia Pacific region
- ▶ Experience in teaching at post-graduate level in public health
- ▶ Be a fluent speaker of a major regional language other than English

In addition to the above, the following are essential for a Senior Research Fellow, Level C Appointment:

- ▶ A national profile in both independent research and as a member of a research team, as evidenced by the production of research publications and/ or other work experience.
- ▶ Commitment to advancing innovative teaching strategies based on sound principles of pedagogy, practice and scholarship.

2. *Special Requirements*

- ▶ Some International travel may be required

3. *Key Responsibilities*

3.1 TEACHING AND LEARNING

- ▶ Co-ordinate subjects in the postgraduate MSPGH program as requested by supervisor
- ▶ Coordinate and deliver teaching and innovate curriculum and research development across the School of Population & Global Health/Faculty of Medicine, Dentistry and Health Sciences
- ▶ Supervise Masters students in relevant fields, and assist in the supervision of PhD students in relevant fields
- ▶ Participate in the development of new course/subject material and research programs and review of existing courses/subjects and research programs in consultation with the Nossal Institute Director and the School Teaching & Learning Committee.

- ▶ Contribute to the process of program evaluation to ensure that the curriculum meets the School and University quality assurance criteria.

In addition level C will:

- ▶ Provide leadership in the development, coordination and delivery of externally funded Nossal Global Health courses.
- ▶ Facilitate the development and implementation of advanced teaching using different mediums, technology and strategies.
- ▶ Mentor early career academic teaching staff.
- ▶ Build and improve teaching capacity across the Institute and School.

3.2 ENGAGEMENT

- ▶ Liaise with members of research teams and key stakeholders to develop evidence based lectures, teaching programs.
- ▶ Provide training as required to the Nossal Institute's externally funded (DFAT, WHO) short courses
- ▶ Provide input into information packages appropriate to partnerships.
- ▶ Lead the Unit's relationship management with key donor clients and partners.
- ▶ Market the Institute's technical capabilities to key donor clients and partners
- ▶ Contribute to the Institute's growth in delivering appropriate training courses.
- ▶ Identify and develop relationships with appropriate organizations and groups at international, regional and national levels.
- ▶ Seek and advise on funding opportunities for projects in cooperation with MSPGH

In addition level C will:

- ▶ Actively participate in key aspects of engagement research.

3.3 RESEARCH

- ▶ Contribute to published work emanating from research and teaching in high quality journals.
- ▶ Procure and administer competitive research grants and relevant consultancies, develop new research ideas, participate in research activities of the Nossal Institute for Global Health
- ▶ Supervise Higher Degree students as appropriate.

In addition level C will:

- ▶ Secure independent research funding/ and build research consultancy profile. Identify opportunities for new activities and contribution in the area of expertise and leading the development of plans, proposals and advocacy in this area
- ▶ Undertaking consultancies, international, regional and national forums, and development assistance programs and research in relevant areas of expertise
- ▶ Present at national and international conferences.
- ▶ Play a major role in establishing research group /projects for PhD/Masters students.

3.4 SERVICE AND LEADERSHIP

- ▶ Lead and manage Education and Learning Unit through educational activities including undergraduate coursework, the global health stream of the Masters of Public Health program, education research and assessment, curriculum development,
- ▶ Set the strategic direction for the Unit in line with the Institute's Strategic Objectives
- ▶ Lead, develop and implement the Unit's annual Business Plan
- ▶ Identify and develop relationships with appropriate organizations and groups at international, regional and national levels.
- ▶ Manage the Unit's team members
- ▶ Be a visible and active member of Institute's senior management team
- ▶ Provide input into decisions about the conduct of teaching and learning including the sourcing of potential funds, scholarships, training, mentoring and support for course lecturers as required.
- ▶ Provide service to the School and University and actively participate in meetings and committees, as appropriate.
- ▶ Other duties commensurate with the position as directed by the Supervisor.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.

In addition level C will:

- ▶ Supervise and mentor level A and B staff across the Nossal Institute.
- ▶ Actively participate in school/faculty committees and undertake a leading role in planning and committee work.

4. Other Information

4.1 ORGANISATION UNIT

THE NOSSAL INSTITUTE FOR GLOBAL HEALTH

The Nossal Institute's vision is for a better future through advances in global health.

Mission

Our mission is to support improvements in health of vulnerable communities in partnership, through research, education and inclusive development practice.

Values

The Nossal strongly endorses the global responsibility to work together to achieve the Sustainable Development Goals. Our work is driven by the following principles:

- Health equity: We focus on equity in access to, use of, and payment for health services and other facilities and resources, recognising the role of broad social determinants of health
- Knowledge: We are informed by and contribute to knowledge and evidence based solutions
- Sustainability: We work towards enduring improvements in health through capacity development
- Partnership: Our partnerships are defined by mutual respect and understanding

The Nossal Institute incorporates four areas of expertise:

- Education and Learning
- Maternal, Sexual and Reproductive Health
- Disability Inclusion for Health and Development
- Governance and Finance

The work of the Nossal is supported by the Business Services Unit. The global activities of the Nossal focus on priority areas in Asia-Pacific and Southern Africa, with most work taking place in India, Indonesia, Cambodia, Vietnam, Laos, Papua New Guinea and Mozambique.

History

The Nossal Institute is named in honour of Sir Gustav Nossal and his commitment to translating medical research into health for all.

The Institute was established in 2006 to advocate for the public health of vulnerable communities. The Nossal Institute Ltd, which was incorporated in 1998, is a company within the Institute formed to facilitate the international consultancy work of the Institute.

THE MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

The Melbourne School of Population Health was established in the Faculty of Medicine, Dentistry and Health Sciences in 2001. It became the Melbourne School of Population and Global Health in 2013. Over 300 academic and professional staff work in the School and through its partner agencies. The School's total budget is in excess of \$50m. There are approximately 120 higher degree research students (predominantly PhD). The School aims to strengthen the understanding, capacity and services of society to meet population health needs and to improve the quality and equity of health care. It employs a population health framework that incorporates public health and preventative medicine, health promotion, clinical medicine and allied healthcare disciplines and an equity and evidence-based approach to health care and health policy. Its research programs aim to elucidate the genetic, environmental, social and economic determinants of health, and to focus on the evaluation of the health systems, programs and services that seek to prevent disease and injury and to promote health. The School provides research and professional development opportunities for medical undergraduates, postgraduates in a wide range of disciplines, clinicians in all sectors of the health care industry, scientists, professionals and leaders in population health.

The School is currently composed of four Centres, one Institute and two partnership units:

▶ **Centres**

- Centre for Health Equity (CHE)
- Centre for Health Policy (CHP)
- Centre for Epidemiology and Biostatistics (CEB)
- Centre for Mental Health (CMH)

▶ **Institutes**

- The Nossal Institute for Global Health (NIGH)

▶ **Partnership Units**

- Vaccine and Immunisation Research Group (VIRGo)
- Global Burden of Disease Group

Further information about the School is available at <http://mbspgh.unimelb.edu.au/>

4.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

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.

4.3 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 <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/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 <http://about.unimelb.edu.au/careers>.

4.4 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/index.html#home>

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.

4.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

4.6 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/unisec/governance.html>.

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/topics/responsibilities/>

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