

POSITION DESCRIPTION



Indigenous Health Equity Unit, Centre for Health Equity
Melbourne School of Population and Global Health
Faculty of Medicine, Dentistry and Health Sciences

Regional Implementation Manager – First 1000 Days Australia

POSITION NO	0044150
CLASSIFICATION	PSC 8
SALARY	\$99,199 - \$107,370 p.a. (depending on experience)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time
BASIS OF EMPLOYMENT	<p>Fixed term contract position for 2 years to 31 December 2019</p> <p>Fixed term contract type: Externally Funded</p> <p>This position is based in Townsville Region working to achieve the objectives of the First 1000 Days Australia within the Queensland region.</p>
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	<p>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.</p>
CONTACT FOR ENQUIRIES ONLY	<p>Professor Kerry Arabena Tel +61 3 9035 3033 Email kerry.arabena@unimelb.edu.au</p> <p><i>Please do not send your application to this contact</i></p>

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

Position Summary

First 1000 Days Australia is an innovative national collaboration between the University of Melbourne, Save the Children and Queensland Department of Communities, Child Safety and Disability Services. First 1000 Days Australia is mobilizing resources, skills and opportunity to support families of Indigenous children to achieve a lifetime of health, educational and economic equity in a generation. Supporting the health and wellbeing of Aboriginal and Torres Strait Islander Australians from preconception to age two, thereby building a strong foundation for children, families and communities. Guided by a Council of Aboriginal and Torres Strait Islander thought leaders and Elders and Local Implementation Hubs, First 1000 Days Australia will provide critical support to Indigenous Australian families to allow them the same opportunities as other Australians through cultural, programmatic and business solutions tailored to meet their needs and aspirations.

This position will work within the First 1000 Days Australia Queensland team to mobilize and implement the collaborations strategy, in partnership with regional community leaders, businesses and organisations. Reporting to the Executive Director of First 1000 Days Australia, the Regional Implementation Managers - First 1000 Days Australia are responsible for designing an implementation plan and governance and reporting structures of the First 1000 Days Program across a regional area, working in partnership with Save the Children and the Queensland Department of Communities, Child Safety and Disability Services. This role will coordinate research and implementation activities within the regional area, under the direction of the Executive Director First 1000 Days Australia.

The Regional Implementation Managers – First 1000 Days Australia, will work closely with staff across the First 1000 Days Australia consortia in their region, key external partners and collaboration stakeholders.

First 1000 Days Australia encourages applications from Aboriginal and Torres Strait Islander Australians.

1. Key Responsibilities

1.1 REGIONAL IMPLEMENTATION

- ▶ In consultation with key internal and external stakeholders design an implementation plan of the First 1000 Days Australia program across a regional area.
- ▶ In conjunction with the Executive Director, develop and implement a governance structure at a regional level that recognises the matrix structure of the First 1000 Days Australia partnership.
- ▶ Implement a reporting framework and schedule to ensure all relevant program and grant milestones are met and communicated accurately and in a timely manner.
- ▶ Oversee and coordinate research activity being undertaken in regional area supporting First 1000 Days Australia.
- ▶ Partner with the Save the Children Supporter Engagement teams (corporate partnerships and philanthropy), providing regional information to support the mobilisation of resources to support the implementation of the First 1000 Days Australia.

1.2 STAKEHOLDER COMMUNICATION AND DEVELOPMENT

- ▶ Develop and maintain strong and effective relationships across all partnership groups and work in close collaboration with the primary collaboration partners University of Melbourne and Save the Children to enhance the effectiveness and impact of the implementation of the First 1000 Days Australia including policy and advocacy work.
- ▶ Lead the change management process at a regional level through the development and implementation of the First 1000 Days Australia program, internally and externally.
- ▶ Develop and maintain relationships with other internal and external stakeholders.

1.3 LEADERSHIP

- ▶ Be a thought leader within the organisation on the First 1000 Days Australia Program and provide advice and leadership in relation to the development and implementation of the program.
- ▶ Drive a culture of high performance in the implementation of the First 1000 Days Australia, bringing to life the core values of accountability, ambition, collaboration, creativity and integrity.
- ▶ Manage expenditure within budget whilst minimising administrative costs and actively identify cost efficiencies.
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree with substantial relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- ▶ Highly developed interpersonal and verbal communication skills with the ability to liaise and work effectively with a range of people across all levels of the organisation
- ▶ Excellent written communication skills
- ▶ A genuine commitment to making a sustainable difference to the lives of indigenous children through impactful partnerships and community development over a minimum 3-5-year period.
- ▶ Proven track record of influencing government and achieving policy change
- ▶ Ability to work effectively with a diverse group of stakeholders including the private sector, philanthropists and community groups
- ▶ Excellent leadership skills, particularly of geographically dispersed teams.
- ▶ Proven experience overseeing large Government grants, major private donors and/or complex multi-sectorial operations
- ▶ Proven ability to lead and drive change and to execute in a complex and challenging environment
- ▶ Entrepreneurial, action orientated, tenacious and innovative with a "fail fast" approach

- ▶ High levels of behavioural flexibility in dealing with and translating strategic, transactional and operational information
- ▶ Ability to work autonomously with considerable independence and collaboratively in a team to achieve project goals and meet agreed deadlines.
- ▶ Demonstrated ability to initiate, develop and implement effective workplace practices and processes and convey complex information to colleagues
- ▶ High level problem solving skills with the ability to exercise judgement and initiative, while maintaining commitment to achieving outcomes
- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines
- ▶ Demonstrated understanding and knowledge of issues related to Indigenous public health, health care delivery and health promotion and of working with indigenous communities.
- ▶ Capacity to develop relationships and work collaboratively with Indigenous communities and organisations and a broad range of health professionals and health organisations.
- ▶ Excellent stakeholder engagement skills, including managing competing demands and stakeholder groups
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite

2.2 SPECIAL REQUIREMENTS

- ▶ Previous experience in working in Indigenous health research and with indigenous communities.
- ▶ Knowledge of the Australian Indigenous health care system.
- ▶ The position will be located in Queensland within the specific regional area of responsibility and will require interstate and regional travel, including to remote communities

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under broad direction.

The incumbent may have supervisory and line management responsibility for technical, administrative and professional staff.

The incumbent is expected to independently relate existing policy to work assignments or rethink the way a specific body of knowledge is applied in order to solve problems. The incumbent is a recognised authority in a specialised area.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to independently relate existing policy to work assignments, rethink the way a specific body of knowledge is applied in order to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. This may involve stand-alone work or the supervision of others in

order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to have detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.

3.4 COLLABORATION AND LEADERSHIP

The incumbent must have a proven ability to lead and drive change and to execute in a complex and challenging environment with numerous collaborators and stakeholders.

3.5 ADTH 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/topics/responsibilities/>

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

6. Other Information

6.1 CENTRE FOR HEALTH EQUITY

The Centre for Health Equity consolidates our School's social, behavioral and public health expertise into a single, world-class Centre. Our core focus is on creating and exchanging knowledge that fosters health equity and wellbeing. Our approach is to work at a population level to produce evidence-based research and programs that improve lives. By connecting with health professionals, policy-makers, consumer groups and the broader community, we aim to improve fair access to good health and wellbeing.

UNITS

- ▶ Evidence and Child Health
- ▶ Gender and Women's Health
- ▶ Health Humanities and Social Sciences
- ▶ Indigenous Health Equity
- ▶ Indigenous Studies
- ▶ Non Communicable Disease Unit

6.2 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. Approximately 300 academic and professional staff people work in the School and its partner agencies. The School's total budget is in excess of \$55m. 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

6.3 FURTHER INFORMATION ABOUT THE SCHOOL IS AVAILABLE AT [HTTP://WWW.MSPGH.UNIMELB.EDU.AU/](http://www.mspgh.unimelb.edu.au/)

6.4 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.

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>