

 <b>Australian National University</b>	<h1>Position Description</h1>
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<b>College/Division:</b>	ANU College of Health and Medicine
<b>Faculty/School/Centre:</b>	Research School of Population Health
<b>Department/Unit:</b>	National Centre for Epidemiology & Population Health (NCEPH)
<b>Position Title:</b>	Program Director - MAE Program
<b>Classification:</b>	Academic Level D
<b>Position No:</b>	TBA
<b>Responsible to:</b>	Head, NCEPH

## PURPOSE STATEMENT:

The National Centre for Epidemiology and Population Health (NCEPH) is seeking an outstanding senior field epidemiologist to Direct the Master of Philosophy in Applied Epidemiology Program (MAE) - Australia's Field Epidemiology Training Program (FETP), within increasing focus on the Asia-Pacific region. The Program Director–MAE will lead the MAE team, including playing a leadership role in development and delivery of supervision (including supervision training), teaching and research within the MAE program, and conduct applied epidemiological research into a relevant area of work that may be infectious or non-communicable in nature. The Program Director–MAE will represent the program externally, and supervise staff and students.

## Position Dimension & Relationships:

The Program Director – MAE Program will be a member of Research School of Population Health, accountable to the Head, NCEPH and Director of the School. The Program Director will: develop and maintain highly effective relationships with external stakeholders, staff, and students; collaborate with a range of government, non-government, and community, health organisations; and develop collaborative research within RSPH and other academic institutions. This position will lead the MAE program team and take a major leadership role within the MAE program in both research and teaching.

## Role Statement:

Specific duties required of the position include:

1. Leading the MAE program, including representing the program externally and liaising with government, non-government and community health organisations to identify MAE field placements.
2. Making a strong contribution to the teaching activities for the MAE Program. 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 course/subject material and actively lead overall curriculum development in the discipline and across the College.
3. Undertaking high impact independent research in the area of Applied Epidemiology with a view to publishing original and innovative results in international refereed journals, presenting research at academic seminars and at prestigious national and international conferences, and collaborating with other researchers at an international level.
4. Actively seeking and securing external funding including the preparation and leadership of major multi party collaborative research proposals.
5. Providing leadership and direction for the MAE Program to effectively manage its administration, staffing and resources.
6. Supervising MAE students or scholars working on individual or group projects.
7. Liaising with staff within the School/College to ensure integrated and shared engagement in teaching and research relevant to the MAE program.
8. Leading and initiating community outreach activities including to prospective students, research institutes, industry, government, the media and the general public.
9. Maintaining and actively promoting high academic standards in all education, research and administration endeavours undertaken by the School, the College and the University.
10. Complying with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
11. Other duties as required that are consistent with the classification of the position.

**Skill Base**

A Level D academic will normally make an excellent contribution to the research and/or scholarship and/or teaching and administration activities of an organisational unit, including a large organisational unit, or interdisciplinary area.

A Level D academic will make an excellent contribution to the governance and collegial life inside and outside of the institution and will have attained recognition at a national level in their discipline. The academic will make original and innovative contributions to the advancement of scholarship, research and teaching in their discipline.

**SELECTION CRITERIA:**

1. A PhD in epidemiology/public health or a health-related field, with excellent professional experience working in public health, OR, significant experience and expertise in field epidemiology training and practice. Completion of a field epidemiology training program is highly desirable.
2. A 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, reports, and conference presentations.
3. Demonstrated strong track record in teaching and learning in public health and field epidemiology and with curriculum development at a tertiary level, as well as experience in supervising and training students and/or staff.
4. An ability to enhance and develop the MAE program's and thereby, the Centre's, School's, and University's national and international reputation and performance in research and field epidemiology training.
5. A strong track record in leadership in research, teaching and/or field epidemiology training and practice, including the provision of strategic planning and management.
6. Demonstrated ability to work effectively and harmoniously in a multi-disciplinary team and to create and maintain effective relationships with colleagues, staff, students, and external stakeholders.
7. Highly developed organisational skills, including the ability to manage priorities and lead multiple projects, and well developed oral and written communication skills.
8. A demonstrated high level understanding of equal opportunity principles and policies and a commitment to their application in a university context.

***The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.***

<b>Supervisor/Delegate Name:</b>	Prof Emily Banks	<b>Date:</b>	28 April 2021
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**References:**

[Academic Minimum Standards](#)

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<b>College/Division:</b>	ANU College of Health and Medicine
<b>Faculty/School/Centre:</b>	Research School of Population Health
<b>Department/Unit:</b>	National Centre for Epidemiology & Population Health (NCEPH)
<b>Position Title:</b>	Program Director - MAE Program
<b>Classification:</b>	Academic Level E
<b>Position No:</b>	TBA
<b>Responsible to:</b>	Head, NCEPH

## PURPOSE STATEMENT:

The National Centre for Epidemiology and Population Health (NCEPH) is seeking an outstanding senior field epidemiologist to Direct the Master of Philosophy in Applied Epidemiology Program (MAE) - Australia's Field Epidemiology Training Program (FETP), within increasing focus on the Asia-Pacific region. The Program Director–MAE will lead the MAE team, including playing a leadership role in development and delivery of supervision (including supervision training), teaching and research within the MAE program, and conduct applied epidemiological research into a relevant area of work that may be infectious or non-communicable in nature. The Program Director–MAE will represent the program externally, and supervise staff and students.

## Position Dimension & Relationships:

The Program Director – MAE Program will be a member of Research School of Population Health, accountable to the Head, NCEPH and Director of the School. The Program Director will: develop and maintain highly effective relationships with external stakeholders, staff, and students; collaborate with a range of government, non-government, and community, health organisations; and develop collaborative research within RSPH and other academic institutions. This position will lead the MAE program team and take a major leadership role within the MAE program in both research and teaching.

## Role Statement:

Specific duties required of the position include:

1. Leading the MAE program, including representing the program externally and liaising with government, non-government and community health organisations to identify MAE field placements.
2. Undertaking and fostering high impact independent research in the MAE program with a view to publishing original and innovative results in international refereed journals, presenting research at academic seminars and at prestigious national and international conferences, and collaborating with other researchers at a high international level.
3. Actively seeking and securing external funding including leading the preparation and leadership of major multi-party collaborative research proposals.
4. Providing leadership and direction for the MAE Program to effectively manage its administration, staffing and resources.
5. Coordinating courses, including development of and responsibility for curriculum/programs of study and maintaining accreditation.
6. Supervising MAE students or scholars working on individual or group projects and teaching coursework.
7. Liaising with staff within the School/College to ensure integrated and shared engagement in teaching and research relevant to the MAE program.
8. Leading and initiating major community outreach activities including to prospective students, research institutes, industry, government, the media and the general public for the broader benefit of the University
9. Maintaining and actively promoting high academic standards in all education and research.
10. Complying with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
11. Other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.

### Skill Base

A Professor is expected to possess advanced academic qualifications, broad expertise and deep knowledge in the relevant discipline area. Academic positions are expected to possess leadership skills in order to foster excellence in that field of research and education within the university, the discipline and/or the profession and within the scholarly and/or general community. Experience in directing significant field epidemiology and/or research groups, either in academia or industry, is also expected.

### SELECTION CRITERIA:

1. A PhD in epidemiology/public health or a health-related field, with outstanding professional experience working in public health, OR, significant experience and expertise in field epidemiology training and practice. Completion of a field epidemiology training program is highly desirable.
2. An outstanding 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, reports, and conference presentations.
3. Demonstrated excellence in teaching and learning in public health and field epidemiology and with curriculum development at a tertiary level, as well as experience in supervising and training students and/or staff.
4. An outstanding ability to enhance and develop the MAE program's and thereby, the Centre's, School's, and University's national and international reputation and performance in research and field epidemiology training.
5. Proven success in leadership in research, teaching and/or field epidemiology training and practice, including the provision of strategic planning and management.
6. Demonstrated ability to work effectively and harmoniously in a multi-disciplinary team and to create and maintain effective relationships with colleagues, staff, students, and external stakeholders.
7. Highly developed organisational skills, including the ability to manage priorities and lead multiple projects, and well developed oral and written communication skills.
8. A demonstrated high-level understanding of equal opportunity principles and a commitment to the application of these policies in a University context.

***The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.***

<b>Supervisor/Delegate Name:</b>	Prof Emily Banks	<b>Date:</b>	28 April 2021
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### References:

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