



Nossal Institute for
Global Health

NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE	Technical Assistant
REPORTING TO	Principal Advisor, Social Implication of Technology (Infrastructure and Resilience)
CLASSIFICATION	Category 5
SALARY	\$69,479 - \$73,840 (pro-rata) + 10% superannuation
EMPLOYMENT TYPE	Part time (0.6 FTE), fixed term for 12 months
NUMBER OF REPORTS	0

THE ORGANISATION

Nossal Institute Limited, a wholly owned subsidiary company of the University of Melbourne, is the operating arm of the Nossal Institute for Global Health. We are multi-disciplinary team within the [Melbourne School of Population and Global Health](#) at the University of Melbourne.

We work to improve the health and futures of communities worldwide through global health research, education, and inclusive developments. Our multi-disciplinary team of experts explore, connect and assess decisions, policies, and strategies made in different settings for their impact on the health and wellness of people. We aim to support the strengthening of health systems towards achieving health equity, inclusion, sustainability, people centredness, resilience and security. Visit our website to learn how the Nossal Institute is building a better future for all through stronger health systems: ni.unimelb.edu.au

POSITION SUMMARY

Health and well-being underpin the productivity, security and resilience of nations, communities and families. More recently we have commenced a program on inclusive and integrated resilience linking infrastructure and health with a focus on gender equality and social inclusion. Our big picture perspective helps us understand, and respond to, complexity and change. We combine real-world experience with the scientific rigor of one of the world's most prestigious universities. Our work benefits from the flexibility and responsiveness of the Institute's not-for-profit consulting arm.

The Technical Assistant will directly support the growth, development and delivery of the Nossal Institute's program of work on Inclusive Resilience – Infrastructure and Health. They will be expected to develop new activities and programs, as well as obtain funding to support these activities and programs.

KEY RESPONSIBILITIES

- Program Support:
 - Provide technical assistance to the Principal Advisor, Social Implications of Technology (Infrastructure and Resilience) in the implementation of projects to a successful delivery

- outcome -- project design, implementation and impact assessment, etc.
- Provide support to the Principal Advisor in the reporting on activities.
- Assist in the preparation of new funding proposals for the Program.
- Assist with the preparation, organisation and delivery of training workshops, conferences and communication events.
- Contribute to ensuring the content on the webpage presents the Program's work in an engaging manner and is regularly updated.
- Research and knowledge development:
 - Participate in cross-disciplinary research as a member of the research team.
 - Contribute to publications arising from scholarship and research related to the Inclusive Resilience – Infrastructure and Health program of work, such as publication of papers, books and in peer reviewed journals.
- Responsibility and compliance
 - Maintain a sound knowledge of Nossal Institute's Policy and Procedures, and reliably follow these or provide compliant advice to others.
 - Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.
 - Reliably follow communications protocols and/or policies as appropriate.
 - Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined below.
 - Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
 - Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration

KEY SELECTION CRITERIA

A. ESSENTIAL

- Masters level qualifications in an area of public health systems and policy, international development, science, engineering, economics, or a relevant specialist area.
- Experience working in international development in Asia and the Pacific.
- Knowledge and experience in gender and development.
- Experience in carrying out project design and/or implementation.
- Excellent verbal and written communication skills in the preparation of reports and funding proposals.
- Experience in working constructively with colleagues, particularly in Asia and the Pacific.
- Ability to work in a multilingual and culturally diverse environment.

B. DESIRABLE

- Experience in working with projects funded by international bilateral and multilateral donors, including adhering to reporting requirements.
- Experience in the management or administration of major events (conferences, workshops).
- Possibility for travel at least once a year, typically for 2-3 weeks.

ENVIRONMENT, OCCUPATIONAL HEALTH AND SAFETY

The incumbent will:

- Follow safe work procedures and instructions
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported
- Participate in meetings, training and other health and safety activities
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Take appropriate actions to reduce use of energy, water and supplies that adversely affect the environment (including the Nossal “carbon footprint”)

DIVERSITY AND INCLUSIVITY STATEMENT

Nossal Institute Limited is committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds.

We adopt our diversity and inclusivity policies from the University of Melbourne, which can be viewed at <https://about.unimelb.edu.au/careers/diversity-and-inclusion>