



NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE:	Senior Technical Advisor
REPORTING TO:	Unit Head
CLASSIFICATION:	Category 3, Step 1
EMPLOYMENT TYPE:	Full-time (or Part-time at 0.8 FTE), 12 month fixed term contract
NUMBER OF REPORTS:	0

The Organisation:

The Nossal Institute for Global Health is in the School of Population and Global Health, Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne. The vision of the Nossal Institute is to contribute to improving global health through research, evaluation, education, advocacy and inclusive development practice. It builds on existing world-class expertise within the University of Melbourne and affiliated organisations, and on partnerships to strengthen scholarship, research and academic leadership in global health.

The Nossal Institute Limited, a wholly owned subsidiary company of the University of Melbourne, is the operating arm of the Nossal Institute for Global Health.

Position Summary:

The Senior Technical Advisor will be responsible for developing, planning, implementing and evaluating activities to strengthen the Unit and policies in Asia and the Pacific Region. The Senior Technical Advisor will be expected to develop new activities and programs (including research, capacity building, and provision of technical advice) and to obtain new funded activities to support the Unit and the Nossal's program.

The position will report to and work closely with the Unit Head and work closely with other Unit team members as well as with relevant colleagues across the organization.

Key Responsibilities:

1. Unit Support:

- Maintain engagement and up to date awareness of policy, organizational, programmatic and research developments related to the Unit at global, regional and national levels in selected countries
- Increase the profile of the Nossal Institute's technical expertise through strengthening of Nossal's representation in appropriate forums
- Advise Unit regarding consulting, teaching and research opportunities
- Advise Unit of potential risks to delivery in existing consulting, teaching or research activities
- Prepare new funding proposals for the Unit's activities and submit to development partners and other funders in the region

- Identify and pursue potential opportunities for the Nossal Institute to undertake funded research or provision of technical support in areas of the Unit's focus at a regional and country level in Asia and the Pacific Region
- Maintain and develop communication and liaison with key technical and research partners at regional level and in selected countries of focus
- Attend appropriate meetings, workshops and forums within and outside Asia and the Pacific region to represent the Nossal Institute and to communicate / disseminate information related to Nossal Institute activities

2. Research and knowledge development:

- Assist in the design, implementation and reporting of Nossal Institute research and technical advice activities in countries
- Regularly scan the literature and materials from key international organisations to maintain up to date knowledge of current approaches and developments

3. Technical assistance:

- Provide technical advice to support the implementation of current Unit activities in Asia and the Pacific Region, including design, implementation, monitoring and evaluation
- Assist in the preparation of technical reports as well as papers for publication in peer-reviewed journals and contribute to the dissemination of information to key stakeholders
- Develop and implement training programs and packages that strengthen skills and confidence of partner organisations to undertake health system strengthening activities

4. Capacity development:

- Collaborate with Unit team members in building the capacity of partners in Asia and the Pacific region in the Unit's area of focus of policy and research
- Support higher degree research students undertaking relevant projects
- Identify and develop opportunities to grow the teaching and education program of the Nossal Institute in relation to the focus of the Unit

Selection Criteria:

Essential:

- Demonstrated technical work experience in the areas of reproductive, maternal, newborn, child or adolescent health (RMNCAH) with a focus on health system development
- Quantitative analysis skills including experience using LiST or other health modelling tools
- Post-graduate or equivalent qualifications and relevant experience in a discipline relevant to the Unit
- Proven relevant work experience both in Australia and overseas in low- and middle-income countries
- Demonstrated understanding of and commitment to the principles of global health and development
- Experience in leading multilingual and culturally diverse teams including staff supervision
- Demonstrated experience in the design, monitoring and evaluation of development initiatives
- Experience in establishing and managing networks with donors and international agencies

- Excellent verbal and written communication skills, particularly in the preparation and review of proposals and technical reports, and in partner and stakeholder consultations
- Demonstrated ability to use initiative, sound judgement and problem solving skills
- Sound understanding of budgeting and financial management
- Demonstrated ability to set priorities, undertake multiple tasks and work in a flexible, productive and proactive manner in a busy environment, individually; and as an effective team leader and member
- Strong administrative and organisational skills, including goal setting, planning and time management
- High level of computer literacy and competence (MS Word and Excel)
- Prepared to travel around 2-3 months per year, typically 2-3 weeks at a time

Highly desirable:

- Experience in design and implementation of research or technical assistance for RMNCAH programs
- Interest and experience in post graduate teaching
- A track record of relevant scholarly or operational publications
- Experience in the preparation of research proposals or program bids, and a history of success in obtaining research or activity funding
- Engagement in international networks / forums
- Experience in the management of small teams in development or research projects

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

The 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 and can be viewed at <https://staff.unimelb.edu.au/diversity-inclusion>