



NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE:	Technical Advisor
REPORTING TO:	Unit Head
CLASSIFICATION:	Category 4, Step 3
EMPLOYMENT TYPE:	Part-time/Full-time, Fixed Term for 12 months
NUMBER OF REPORTS:	0

The Organisation:

The Nossal Institute for Global Health at the University of Melbourne delivers practical solutions to pressing global concerns. We are at the forefront of strengthening health systems in Asia and the Pacific. We work to ensure all can access health services. We promote well-being and strive for all people to reach their full potential.

Health and well-being underpin the productivity, security and resilience of nations, communities and families. 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.

Position Summary:

The Technical Advisor will support the delivery of the Nossal Institute's program of work which is focused in Disability Inclusion for Health and Development, Education and Learning, Health Systems Governance and Financing, Maternal Sexual and Reproductive Health, Non-Communicable Diseases, and One Health.

This role will provide support to the Institute's Units, based on project and workload requirements.

Key Responsibilities:

1. Unit Support:

- Provide support to the staff of the Unit in the design, bidding and implementation and reporting on the Unit's activities and programs
- Contribute to the preparation, organisation and delivery of events and represent Nossal as appropriate
- Contribute to ensuring the content on the Unit's webpage presents the Unit's work in an engaging manner and is regularly updated
- Actively develop content for Nossal's communications channels and assist the Communications Coordinator to draft written communications

2. Research and knowledge development:

- Maintain engagement and up to date awareness of policy, organisational, programmatic and research developments related to health systems at global, regional and national levels in selected countries
- Support the Institute to pursue research opportunities, establish relationships with other research institutes in Australia or internationally and apply for funding for collaborative research activities
- Undertake a technical role in the development of research programs where appropriate

3. Technical assistance:

- Provide technical support to and carry out consultancies for the Units
- Support tender preparation and bid development for the Units
- Work independently on assigned technical work for the Units
- Practically apply technical knowledge to individual client requirements

4. Capacity development:

- Collaborate with colleagues in building the capacity of partners in Asia and the Pacific region in research skills, program design, monitoring and evaluation, health systems analysis and the various Unit's areas of focus
- Support the quality delivery of subjects within the Master of Public Health, and contribute to other teaching as required
- Assist in identifying and developing opportunities to grow the Institute's Education and Learning Program
- Actively develop an external network in the Institute's sector

Selection Criteria:

Essential:

- Significant knowledge and experience working in international development, ideally in the health or related sectors in Asia and the Pacific region
- Experience in carrying out project design, implementation, monitoring and evaluation
- Excellent verbal and written communication skills, particularly in either: (i) the preparation, review and presentation of technical and research reports; or (ii) business development
- Experience in working constructively with colleagues and partners, particularly in Asia and the Pacific region
- Ability to work in a multilingual and culturally diverse environment

Desirable:

- Postgraduate qualifications in an area of public policy, public health, economics or international development or a relevant specialist area
- 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 around, 2-3 times per year, typically 2-3 weeks at a time

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