



NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE:	Technical Advisor
REPORTING TO:	Project Director, Envisaging the Future
CLASSIFICATION:	Category 4, Step 3
EMPLOYMENT TYPE:	Fixed Term for 12 months at 0.8 – 1.0 FTE
NUMBER OF REPORTS:	0

The Organisation:

The Envisaging the Future (EtF) project is identifying innovative approaches in six global regions to complex issues with criminal justice and public health impact. These approaches may involve a public health response to a previously policed matter, or a partnership between law enforcement and public health. The project has one research collaborator in each of the six regions who has been compiling lists of such programs and approaches.

We are now coming to the second part of the research, and are looking to hire a full-time or part-time Technical Advisor to carry the work further.

The six global regions are North America, Latin America, United Kingdom and Western Europe, Eastern Europe and Central Asia, sub-Saharan Africa, and South and South East Asia. Australasia and the Pacific are included but do not currently have a regional researcher.

Position Summary:

The Technical Advisor will support the delivery of the Envisaging the Future project.

Key Responsibilities:

1. Specific Support to Envisaging the Future project:
 - a. Develop contacts and information sources about already identified and other such innovative approaches and programs
 - b. Collect information about programs, initiatives and approaches for preparation of case studies (in print and online)
 - c. Prepare (with project colleagues) articles for both the scientific and the lay literature on programs and themes
 - d. Enrol the programs into an ongoing network of common interest, and to oversee development of an online searchable database of programs on the (Global Law Enforcement and Public Health Association) GLEPHA website
 - e. Participate in and assist development and functioning of an online discussion forum for issues relating to the project
 - f. Assist in preparation of reporting of the project at law enforcement and public health (LEPH) conferences – Melbourne 2022, Manchester 2023
 - g. Provide support to the staff of the EtF project in the design, bidding and implementation and reporting on the Unit's activities and programs

2. General Support

- a. Contribute to the preparation, organisation and delivery of public and communication events and represent Nossal as appropriate
- b. Contribute to ensuring the content on the EtF project webpage presents the EtF project's work in an engaging manner and is regularly updated
- c. Support the EtF project to pursue research opportunities, establish relationships with other research institutes in Australia or internationally and apply for funding for collaborative research activities
- d. Undertake a technical role in the development of research programs where appropriate

3. Technical assistance:

- a. Provide technical support to and carry out consultancies for the EtF project and Nossal
- b. Support the preparation of applications for consultancies or other research funding; including the preparation of proposals for submission to funding agencies
- c. Work independently on assigned technical work for the Nossal as required.

4. Capacity development:

- a. Collaborate with Nossal team members in building the capacity of partners in Asia and the Pacific region in research skills related to law and enforcement and public health; and its relationship to health systems
- b. Assist in identifying and developing opportunities to grow the Institute's Education and Learning Program via the EtF project
- c. Actively develop an external network in the EtF project's law enforcement and public health sector

Selection Criteria:

Essential:

- Significant knowledge and experience working with law enforcement ideally in the health or related sectors in Asia and the Pacific region, or public health with a strong interest in law enforcement
- Experience in carrying out project design, implementation, monitoring and evaluation
- Excellent verbal and written communication skills, particularly the preparation, review and presentation of technical and research reports; or (ii) business development
- Demonstrated experience in cross-sector and interdisciplinary partnerships Experience in working constructively with colleagues and partners across sectors and discipline, 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 national funding bodies and/or international bilateral and multilateral donors and/or foundations
- Experience in the management or administration of major events (conferences, workshops)
- Experience in business development activities
- Ability to undertake travel domestically and internationally if required

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>