



NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE:	Technical Advisor
REPORTING TO:	Unit Head – DIHD
CLASSIFICATION:	Category 4
EMPLOYMENT TYPE:	Full-time or Part-time at 0.8 FTE, one year fixed term contract
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:

Development can only be sustainable if it is equitable. Inclusive development and health service delivery increases security and widens opportunities for all. By ensuring disability perspectives in research, policy and practice, we improve service delivery for all. The Disability Inclusion for Health and Development Unit (DIHD) delivers practical targeted and mainstreamed solutions. We understand and appreciate diversity. Our work concerns all people with disabilities and others with access and functional needs.

The Technical Advisor will support the delivery of the Nossal Institute's DIHD's ('the Unit') program of work as outlined in the Unit's Business Plan.

Key Responsibilities:

1. Unit Support – DIHD
 - a. Provide support to the staff of the Unit in the design, bidding and implementation and reporting on the Unit's activities and programs;
 - b. Contribute to the preparation, organisation and delivery of public and communication events and represent Nossal as appropriate;
 - c. Contribute to ensuring the content on the Unit's webpage presents the Unit's work in an engaging manner and is regularly updated;
 - d. Supporting the delivery of the Unit's communication plan.
2. Research and knowledge development:
 - a. 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;
 - b. Support the Unit to pursue research opportunities, establish relationships with other research institutes in Australia or internationally and apply for funding for collaborative research activities;

- c. 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 Unit;
 - b. Support tender preparation and bid development for the Unit.
4. Capacity development:
 - a. Collaborate with Unit team members in building the capacity of internal partners in research skills, program design, monitoring and evaluation, health systems analysis and disability inclusion;
 - b. Support the quality delivery of subjects within the Master of Public Health, and contribute to other Unit teaching and training as required;
 - c. Assist in identifying and developing opportunities to grow the Institute's Education and Learning Program via the Unit.

Selection Criteria:

Essential:

- Demonstrated passion for disability inclusion, through related prior work experience or disability related studies or training
- Knowledge and experience working in international development, ideally in the health or related sectors in Asia and the Pacific region
- General understanding of research approaches and ethical principles
- Excellent verbal and written communication skills, particularly in either: (i) the preparation, review and presentation of technical and research reports; or (ii) business development
- Ability to work in a multilingual and culturally diverse environment
- Master level qualification (or comparable experience) in public health, social work, international development or related area

Desirable:

- Prior experience, or qualifications, in allied health or disability related field
- Experience in working with projects funded by international bilateral and multilateral donors
- Experience in working constructively with colleagues and partners, particularly in Asia and the Pacific region. Experience of living and working abroad in Asia or the Pacific an advantage.
- Possibility for travel around, 2-3 times per year, typically 2-3 weeks at a time- depending on COVID related restrictions

Environment, Occupational Health and Safety

The Technical Advisor 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>