

POSITION DESCRIPTION:

SECTION A: Position Context

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| Position Title | Team Leader, RID-TB |
| Classification | Salary discussed with short listed candidates. Allowances include; Accommodation allowance, mobilisation and demobilisation allowances, Mobility & special location allowances, medical, travel and emergency evacuation insurance and access to project vehicle. |
| Location | Daru, Western Province, Papua New Guinea |
| Effective Date | December 2018 (Up to 12 months) |

Purpose:

The Team Leader will work with the TB Technical Director, PNG and the Project Director RID-TB to lead design and implement an effective model of care for the management of TB/DR-TB at the facility and community level in Western Province. The position will be responsible for implementation of the RID-TB project and provides oversight and direction at the field level. The position will identify health systems bottlenecks for TB and provide capacity development to provincial and DGH staff to design and support the implementation of systems solutions. The Team Leader will be responsible for management of relationships with key Government of Papua New Guinea (GoPNG), NGO and other partners in the Western Province.

Supervision Reporting Relationships:

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|---|--|
| This positions' supervisor/manager | TB Technical Director, PNG |
| Other positions reporting to <u>this</u> position | Field staff in Daru: TB Specialists (Care & Treatment, Public Health, and Nursing & PEC), Public Health Nurse, Social Worker, Project Officer, Project Finance and Administration Officer, Lead Counsellor, AVI staff. Any further field based positions placed by Burnet under RID-TB. |

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

| Key Responsibility Areas | | |
|--------------------------|---|---|
| 1. | Co-ordination and monitoring of Project implementation | Responsible at the field level for coordinating and monitoring Burnet support to all 5 strategic interventions Developing and monitoring individual and team work plans and deliverables Responsible for delivery of project reports, presentations and monitoring and evaluation Representation of Burnet at key meetings, including the provincial TB core group |
| 2. | Project management and support operations | Coordinate human resources management of the Burnet based field team (with support from TB Technical Director, PNG and Kokopo and Melbourne management teams). Oversee project Operational & logistical needs with support from the project officer and assistant Responsible for all aspects of field project finances (supported by the project officer, |

| Key Responsibility Areas | | |
|--------------------------|---|---|
| | | <p>assistant and Melbourne based Project Manager)</p> <p>Manage and report all staff health issues and staff/project related incidents</p> <p>Support other project management needs as required/requested</p> |
| 3. | Stakeholder communication relationship management and | <p>Establish and maintain effective working relationships with the provincial TB core group members and Western Province partners, donors, implementing agencies and other stakeholders in PNG.</p> <p>Liaise directly with relevant project staff, in both PNG and Melbourne for both programmatic and operations component.</p> <p>As needed, provide support to staff responsible for health systems strengthening (governance, data management, supply chain and laboratory systems).</p> <p>Attend and represent Burnet Institute/RID-TB project at key stakeholder meetings in Daru & Port Moresby as needed</p> |
| 4. | Implementation support to health systems strengthening | <p>Support the design of health systems building blocks for TB needed to enable delivery of the model of care through SOPs – human resources, program governance and management, laboratory systems, supply chain, infrastructure, data systems</p> <p>Implementation guidance and troubleshooting to implementation partners and stakeholders (NDOH, PHO, DGH, WPHO, SFDH, WVI)</p> <p>Oversee capacity building for DGH, PHO and other District Health staff</p> <p>Monitor systems effectiveness through program monitoring and evaluation, using data to inform strategies</p> <p>Provide recommendations on how to improve systems</p> |
| 5. | People Responsibility | <p>Ensure participation of all staff in the People Development Framework (PDF) to enhance performance and identify training, professional development and career coaching needs.</p> <p>Ensure compliance within the group in relation to all required compliance training including online and face to face training.</p> <p>Manage HR issues with the support and guidance of HR as needed.</p> <p>Manage leave within the group to ensure leave balances are kept within institute policy guidelines.</p> <p>Coach and support staff and students.</p> |
| 6. | Occupational Health & Safety | <p>Refer to the “Burnet OHS responsibilities and roles” document for full details on specific OHS obligations and responsibilities of Managers with People Responsibilities.</p> |
| 7. | Training | <p>Responsible for completing all required training in line with the position / role.</p> |

Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

SECTION C: Key Selection Criteria

| Qualifications | | Essential/ Preferable |
|----------------|--|--------------------------|
| | A qualification in public/ global health, international development or health management | Essential |
| | A qualified and registered clinical health professional. | Desirable |

| Experience / Knowledge / Attributes | | |
|-------------------------------------|---|-----------|
| 1. | A public/ global/ international health professional with over 10 years experience | Essential |

| | | |
|-----|---|-----------|
| 2. | Proven interest and experience in team and project management with an organisation working in a resource- constrained setting | Essential |
| 3. | Experience in capacity development and training of health workers and health systems strengthening | Essential |
| 4. | Experience in management of stakeholders and maintaining effective organisational partnerships | Essential |
| 5. | Strong interpersonal and partnership brokering skills | Essential |
| 6. | At least 1 year experience in the programmatic management of TB/DR-TB in a resource-constrained setting | Desirable |
| 7. | Highly adaptable, ability to work in remote or hardship setting | Essential |
| 8. | Experience in report writing, evaluation, health program design or publications | Essential |
| 9. | Demonstrated analytical, critical appraisal and problem solving skills | Essential |
| 10. | Fluency in English and demonstrated high level written and verbal communication skills with experience in report writing, evaluation, health program design or publications | Essential |
| 11. | Previous work experience in PNG or the Pacific | Desirable |

Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

SECTION D:

Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

RID-TB Project Overview

Burnet has a long history of collaborating with Government and partners in particular health areas of need in Papua New Guinea including infectious diseases, maternal child reproductive health, immunisations and health systems. Since August 2014, Burnet has been a partner in the multi-stakeholder response to the major TB epidemic in Western Province with the Provincial Health Office (PHO), Daru General Hospital and World Vision International, funded by the Department of Foreign Affairs and Trade (DFAT).

In Western Province, tuberculosis is the leading cause of hospital admissions and deaths and the provincial rate of new notifications of TB is almost twice as high as the PNG national rate. Within this TB endemic province, an outbreak of drug resistant TB (DR-TB) in Daru, South Fly District (SFD) has been characterized by unprecedented person-to-person spread of DR-TB and emerging pockets of extensively drug resistant TB (XDR-TB) transmission. This constitutes a pressing public health crisis and health security threat that necessitates an immediate effective epidemic response.

At the same time, there is a need to build sustainable capacity in the health system at the provincial, health facility and community level.

The Burnet Institute's DFAT funded project of technical assistance, Reducing the Impact of Drug-Resistant TB in Western Province, RID-TB (Phase I August 2014 – Nov 2015, Phase IIA Dec 2015 – Dec 2018) is centered around a sustained field-based implementation support model to provide capacity development, systems design and monitoring of the response. While the earlier phases have resulted in significant progress, the burden of TB in Daru (and Western Province) remains extremely high.

Burnet is contributing as the technical lead in the design of an effective response and in monitoring its implementation. The RID-TB project utilises a partnership approach and aligns Burnet's contribution to the goal and objectives of the Western Province Strategic Plan and South Fly District Implementation Plan. RID-TB has 5 strategic interventions; 1. Design and support the implementation of a model of patient-centred TB care for Daru (DS-TB and DR-TB) at facility and community level in Daru; 2. Identify health systems bottlenecks for TB and design and support the implementation of systems solutions; 3. Identify needs, strategies and modalities for community engagement to strengthen the delivery of effective TB care; 4. Understand the TB epidemic and the programmatic responses through monitoring, evaluation and operational research and, 5. Provide technical assessment and guidance for Provincial response planning and implementation.

Across all of these areas, Burnet is responsible for building capacity of health workers, program staff, community members, volunteers and other stakeholders in the skills and knowledge they need to deliver the response. Strong collaborative relationships with provincial and national stakeholders from the level of communities to policy makers will remain fundamental to the delivery of technical assistance within the response.

RID-TB Phase IIB will commence in 2019 and focus on (1) Developing the model of care for the TB outbreak response (elimination model: search-treat-prevent). (2). Capacity building and health systems strengthening (to allow transition to DGH and PHO) through structured capacity development framework and (3) Planning decentralisation of TB diagnosis, treatment, care and prevention services across Western Province with World Vision.

Further Information:

For further information, please contact Stephanie Franet (Project Manager, RID-TB) stephanie.franet@burnet.edu.au.