

## Position Description

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<b>Position:</b>	Infectious Disease Specialist
<b>Location:</b>	Centre for International Health (CIH) Melbourne, Australia, with substantial overseas travel
<b>Responsible To:</b>	Team Leader, Infectious Diseases and Harm Reduction
<b>Contract:</b>	Full time, one year (with possible extension)

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### Context

The Burnet Institute (BI) is an Australian, not-for-profit, unaligned and independent medical research institute. Our mission is to achieve better health for poor and vulnerable communities in Australia and internationally through research, education and public health. Burnet is the only organisation in Australia that has dual accreditation with both the Australian National Health and Medical Research Council (NHMRC) and the Department of Foreign Affairs and Trade (DFAT-Australian Aid). Burnet's approach to addressing complex global health issues is: (1) To generate new knowledge and health intervention tools (2) To apply the best available evidence to community-level public health programs. Burnet has specialist expertise in infectious diseases, maternal & child health, high-risk behaviors (especially alcohol, injecting and non-injecting drugs) and sexual & reproductive health. Burnet is Australia's largest medical research and public health institute employing over 380 staff. This includes technical specialists, scientists and researchers based in our Melbourne office and 150 international staff working through offices in Myanmar (Burma), Papua New Guinea (PNG), and Lao PDR.

The Centre for International Health (CIH) is an international non-government organisation (iNGO) that leads Burnet's work to improve health in low and middle-income countries. We promote positive health outcomes through implementing or managing programs with community partners, conducting research that informs and strengthens health programs and services, advocating for improved health policies and assisting in their development, providing education for post-graduate public health and development specialists who work in low and middle-income countries, and building the capacity of health and development agencies and workers.

Our public health efforts tackle the most critical health problems of resource poor and vulnerable communities, guided by the Millennium Development Goals and our commitment to equity. We are currently involved in:

- Women's and children's health
- Infectious diseases including HIV, STIs, Tuberculosis and Malaria
- Reducing the harms associated with drug and alcohol use
- Health systems strengthening and primary health care
- Healthy ageing

The Infectious Disease Specialist is a key technical position within the Centre, providing expert advice to other specialists and program staff, undertaking specialist consulting on Burnet activities or directly with Burnet clients (such as governments, NGOs, bilateral or multilateral development agencies), leading post-graduate teaching in a specialised field, and contributing to the Centre's strategic direction. The Specialist needs to be innovative, flexible and committed to the vision of the Burnet Institute and its emphasis on robust research and public health programmes.

## Position Summary

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### Responsibilities:

Guided by the values of the Centre, the Infectious Diseases Specialist's **responsibilities will include:**

- Contributing to development of the Institute's tuberculosis program, supported by the other infectious diseases specialist and other relevant staff. This will involve:
  - Technical input into the *Reducing the Impact of Drug-resistant TB in Western Province* project as a medical advisor / implementer
  - Initiating and co-ordinating operational research in the Timor-Leste TB project
  - Inputs as required into the ANCP Myanmar project
- Initiating, conducting and supporting research within the activities of the centre, particularly in the thematic areas of the technical team to which he/she belongs.
- Conducting short-term technical inputs and consultancies in specialised areas of the control of communicable diseases (including but not limited to tuberculosis), program monitoring and evaluation, and activity design.
- Contributing to technical advice and support to relevant bilateral, multilateral, and NGO activities.
- Contribute to CIH's post-graduate teaching program in international health through lectures and tutorials as needed.
- Identifying new opportunities and partners that match the Centre's strategic directions.
- Contributing to the documentation and advocacy functions of CIH.
- Contributing actively to a technical team, providing leadership on matters of relevant expertise.

### Reporting and Relationships:

The Infectious Disease Specialist reports directly to their technical Team Leader.

The Specialist will liaise directly with Country Representatives, Program Managers and other CIH staff in the provision of technical support and advice. The Specialist works closely with donors, partners, universities and other in-country and regional stakeholders as required.

The position will also:

- Provide other specific activity inputs in accordance with the relevant activity reporting requirements. This could include leading a Project Team and/or being a Project Team Member.
- Engage with Business Development resources in the pursuit of both long and short-term new work opportunities.



## **Roles:**

### ***Team Contribution***

- Ensure timely and appropriate response to requests from Country Programme Managers and other groups and individuals within the Institute in relation to identified areas of expertise.
- Through active participation in Business Development processes, help develop and maintain a portfolio of work in accordance with strategic and operational priorities of the Centre.
- Contribute to the professional development of other staff, provide informal day-to-day feedback on joint activities, and consult with the Team Leader to identify and establish productive mentor relationships.
- Participate in continuing performance support and monitoring, including annual performance reviews, and recording work completed.
- Budget and financial responsibilities as delegated by the Team Leader.

### ***Technical Leadership***

- Provide technical direction and support around issues of control of communicable diseases (including but not limited to tuberculosis), program monitoring and evaluation, and activity design to selected CIH bilateral, multilateral, and NGO projects, both current and planned.
- Help document the outcomes of activities through regular written contributions to analytical reports, peer-reviewed journal papers, commissioned articles and monographs, and presentations at local and international conferences.
- Actively participate in relevant national and international peer networks of NGOs, academic institutions, multilateral agencies and advocacy groups.
- Subject to time availability, give presentations to community groups in Australia and contribute to raising the profile of the Burnet Institute.

### ***Short-term Consulting***

- Provide short-term technical advice commissioned by bilateral and multilateral organisations, international and local NGOs, and other institutions in geographic and technical areas as agreed, based on expertise and experience and in consideration of the overall strategic priorities of the Centre.

### ***Program/Business Development***

- In collaboration with other team members and business development resources, assist in identification, tracking and proposal writing in response to new project and program opportunities for Burnet.

### ***Education and Training***

- Contribute to teaching on MPH subjects, tutorials, student project supervision, and student assessment in post-graduate units focused on developing countries currently offered by CIH through Monash University.
- Contribute to other training courses or workshops conducted by CIH for other institutions in Australia or overseas.

## **Key Performance Indicators**

Indicators will be developed and documented in accordance with performance development framework tools.

## **Professional development**

Participation in professional development activities, through on-the-job learning, reading, in-house and external training and other opportunities, as appropriate to the needs of the Centre and the incumbent.

## **Selection Criteria**

### ***Team Contribution***

1. Experience in being part of highly qualified teams, including demonstrated ability to provide leadership to staff with varied levels of qualification and experience.
2. Cross-cultural competence, negotiation and liaison skills evidenced by examples of positive outcomes, relevant to resource-poor settings and Australian workplaces.
3. 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 member.

### ***Technical Leadership***

1. Post graduate medical qualifications in public health and/or infectious disease.
2. Demonstrated experience working in TB and other infectious disease epidemiology, TB related disease control and development initiatives relevant to global and international health.
3. Ability to provide expert technical advice with respect to infectious diseases, particularly TB, including latest thinking and emerging trends.
4. Ability to provide effective, high-quality policy and technical input to program design/management, research, program quality and performance assessment processes.
5. Strong analytical skills, sound judgement and the capacity to think strategically, including ability to produce high quality policy materials and advice for development implementation.
6. Strong communication and interpersonal skills, including a demonstrated ability to engage at a senior government level, establish and maintain networks, provide advice and communicate effectively on sensitive issues with a culturally and professionally diverse range of stakeholders.

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**Update September 2014 and Endorsed:**

Chad Hughes, Team Leader, Infectious Disease and Harm Reduction  
Dated:

Infectious Disease Specialist  
Dated: