

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	International Health Project Officer
Working Group	Maternal, Child Health & Nutrition Working Group
Classification	Research Assistant
Location	Melbourne, Australia with international travel as required
Effective Date	August 2018

Purpose:

The International Health Project Officer (PO) will be part of the International Development Team and join a dynamic and experienced group of public health researchers and practitioners. The PO will contribute to the team's public health research, international development, business development and education and training activities with a focus on Sexual and Reproductive Health and Maternal and Child Health in Papua New Guinea and other low- and middle-income countries.

Supervision Reporting Relationships:

This positions' supervisor/manager	Head, Maternal, Child Health and Nutrition Working Group
Other positions reporting to <u>this</u> position	None

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.

The chosen applicant will apply a mix of skills in technical areas (sexual, reproductive, maternal and/or child health, and/or health services improvement and/or public health), project management, and cross-cultural training and communications, to the key responsibility areas below.

Key Responsibility Areas	
1.	<p>Support to Development and Research Project Coordination</p> <ul style="list-style-type: none"> Coordinate and maintain the working groups research database (research agenda, proposals, projects) Ensure task list for research coordination and for research proposals and research projects is maintained. Support coordination with partners, including management of communications (eg teleconferences) and in-country meetings
2.	<p>Support to Development and Research Project Implementation</p> <ul style="list-style-type: none"> Contribute to business development activities as required Coordination of and support to Ethics Review Board submissions. Contribute to research proposals and protocols as required Literature search, retrieving journal articles and summarising information on a topic. Support to data collection tool or database development, data cleaning and basic data analysis Support to manuscript submission to journals including ensuring requirements

Key Responsibility Areas	
	<p>for journal instructions to authors are met</p> <ul style="list-style-type: none"> • Travel to field projects to conduct research implementation support as required including data cleaning, data collection, basic data analysis, training of in-country staff and partners. • Regular short-term travel may include visits to Papua New Guinea, Lao PDR, Myanmar and other LMIC settings where Burnet Institute is active.
3.	<p>Support to education and training</p> <ul style="list-style-type: none"> • Assist with organising of working group education and training activities (such as short courses, Australia Awards, operational research training, institute seminars), through supporting coordination of program, preparation of presentations and materials and facilitation of sessions
4.	<p>Support to project reporting and communications</p> <ul style="list-style-type: none"> • Support media, website, communications and dissemination of working group activities as required, working with the WG head and Burnet communications staff • Assist with drafting and editing of reports working with relevant activity managers/leaders or team members • Assist with preparation of presentations and briefs as required
5.	<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Support activity management and administrative tasks when needed • Participate in team meetings and share minute taking as required.
6.	<p>Occupational Health & Safety</p> <p>Refer to the “Burnet OHS responsibilities and roles” document for full details on specific OHS obligations and responsibilities of Employees.</p>

SECTION C: Key Selection Criteria

Qualifications	Essential/ Preferable
A Basic Qualification in science, health or other field relevant to reproductive, sexual, maternal and/or child health in low- and middle-income countries	Essential
A post graduate qualification in science, public health or a relevant field	Desirable

Experience / Knowledge / Attributes	
1. Expertise in sexual and reproductive health AND/OR maternal and child health AND/OR a health services improvement AND/OR public health	Essential
2. Experience with conducting health related research or health sector development activities	Essential
3. Excellent written communication skills	Essential
4. Demonstrated capacity to work independently exercising strong judgement, decision-making and problem-solving skills.	Essential
5. Good time management and organizational skills	Essential
6. Strong written communication skills	Essential
7. Willingness and capacity to undertake international travel to Papua New Guinea or similar settings	Essential
8. Previous experience in international development, research or not-for-profit organization	Desirable
9. Experience working on databases or health information systems ideally within a health or research program	Desirable
10. Experience in Papua New Guinea or a similar setting reflective of resource-constrained settings	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.

Burnet Institute is committed to providing our people with a supportive working environment. We value diversity and gender equity at the institute and provide flexible working arrangements for our staff. Burnet is participating in the Science in Australia Gender Equity (SAGE) Pilot of the Athena SWAN Charter in Australia.

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. Special considerations apply to support safe travel to low- and middle-income countries.

Further Information:

For further information, please contact Anita Cranwell, Human Resources Advisor
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