

Position Description

Faculty of Medicine, Dentistry & Health Sciences, The University of Melbourne



FOUNDATION DIRECTOR OF NOSSAL INSTITUTE FOR GLOBAL HEALTH AND CHAIR OF GLOBAL HEALTH

Position No:	xxxxxxxxx
Organisation Unit:	Faculty of Medicine, Dentistry and Health Sciences
Budget Division:	Faculty of Medicine, Dentistry and Health Sciences
Classification:	Academic Level E
Salary:	An attractive remuneration package will be negotiated
Superannuation:	Employer superannuation contributions of 17%
Employment Type:	The Chair of Global Health is a continuing appointment; the position of Foundation Director of the Institute is a fixed term 5 year appointment. A further term may be offered.
Other Benefits:	Salary packaging and staff training and development opportunities
Current Occupant:	New position
Advice to applicants:	Send applications to: Vice-Principal (Human Resources), The University of Melbourne Victoria 3010 email hr-applications@unimelb.edu.au or fax +61 3 8344 6080 . Applicants must address the selection criteria and provide a detailed curriculum vitae by the closing date. Please quote the position number and include the names, phone, facsimile numbers and email addresses of three referees in your application.
For enquiries contact:	Professor James Angus, Dean, Faculty of Medicine Dentistry and Health Sciences, T +613 8344 5894, jamesaa@unimelb.edu.au
Closing Date:	<u>Date here</u>

1 Position Summary

The Faculty of Medicine, Dentistry and Health Sciences of the University of Melbourne seeks a Foundation Director and Chair of Global Health for its new Nossal Institute for Global Health. The vision of the Nossal Institute is to enhance global health equity and help build a sustainable human future through research, evaluation, education, advocacy and development assistance. It will build on existing world-class expertise within the University of Melbourne and affiliated organisations, and on partnerships with developing countries, strengthening scholarship, research and academic leadership in global health. The development of the Institute is a strategic priority for the Faculty and University. The Foundation Director will be an outstanding, senior, well-respected global health expert and academic leader with the vision and capacity to help shape and build the Institute into a major interdisciplinary academic centre. The Chair will be a continuing appointment, whereas appointment as Foundation Director of the Nossal Institute will be for a fixed 5 year term. A further term may be offered.

2 Background

The development of the Nossal Institute for Global Health has been identified as a high strategic priority for the Faculty of Medicine, Dentistry and Health Sciences, and is widely supported within the Faculty and its affiliated institutions, and strongly supported by the Dean, Vice-Chancellor and Chancellor. The Institute is to be established as soon as practicable during 2005 as an institute of the Faculty. The Institute will provide the principal focus and strategic leadership for the global health activities of the University. It is envisaged that it may eventually become an institute of the University. The background, rationale and vision for the Institute is presented in a separate 'Proposal for the establishment of the Nossal Institute for International Health'.

The Chair in Global Health and Foundation Director will:

- provide outstanding scholarly leadership in integrative and interdisciplinary research and teaching in global health
- provide leadership and excellence in development, implementation and evaluation of health interventions and in policy analysis related to global health priorities
- have achieved international distinction and recognition for his/her scholarly contributions

The Foundation Director will be an outstanding, internationally recognised global health leader, who will direct the Institute, playing the central leadership role in development of its appointments, programs, priorities, organisation, processes, profile, staff and partners. The Director will report to the Dean, and will be advised by an Advisory Council, and a Scientific Advisory Committee. Further specific advisory bodies may be established by the Director for specific purposes or programs.

3 Selection Criteria

- **Essential**
 - Relevant health science postgraduate qualifications and at least 10 years experience in global health endeavours
 - Outstanding demonstrated commitment and internationally recognized contribution in one or more fields of global health research, scholarship, teaching and practice, with strong evidence of evidence-based scientific rigour
 - High level international recognition as a leader in analysis, development and evaluation of public policy in global health
 - Outstanding capacity for engagement and advocacy on global health research and policy issues at national and international levels with professional, technical, government and funding agencies
 - Outstanding demonstrated leadership, organisation-building and management skills
 - Excellent judgement and outstanding capacity for initiative
 - Commitment to the highest standards of scientific and ethical integrity
 - Demonstrated outstanding capacity to contribute across multiple areas of research, teaching, practice and organisational leadership
 - Demonstrated experience in bridging across boundaries of traditional disciplines and developing and implementing interdisciplinary collaborations
 - Commitment to teamwork and proven capacity to work effectively, win support and make outstanding contributions in collaborative teams
 - Strong capacity to nurture a collegial organisational culture based on shared values and priorities
 - Outstanding written and oral English language communication and advocacy skills
 - High degree of sensitivity to and comfort within cross-cultural contexts

- Demonstrated capacity to work effectively at a high level with diverse and complex organisations operating internationally, including academic, technical, funding and government agencies
- Outstanding capacity to represent NIGH in academic, professional, technical, government, donor, NGO and public fora
- Sophisticated understanding of donor agencies priorities, needs and processes and outstanding ability to foster and manage partnerships with them
- Demonstrated capacity to raise and manage funds
- Experience working in the Asia-Pacific region
- Willingness and ability to undertake international travel
- Outstanding ability to work effectively at senior leadership level, and develop collaborations, within the University, Faculty of Medicine, Dentistry and Health Sciences, and with its affiliated institutions and other stakeholders

4 Key Responsibilities

- To provide overall leadership of all aspects of the establishment and ongoing development of the Nossal Institute for Global Health, including:
 - The coming together of the partners who will establish the core of the Institute
 - Development of the Institute's priorities and programs in all areas, involving teaching, research, service, policy development, advocacy and outreach
 - The organisation, structure and processes of the Institute, including for administration, finances and reporting
 - Staffing
 - Engagement and relationships with institutional and individual partners
 - Securing and managing the Institute's resources
 - Representing the Institute within the Faculty and University, and to affiliated and collaborating institutions, governments (State, Federal and overseas), donors and funding agencies (national and international), professional, technical, international and non-government organisations and mass media
 - Leading the further development of appropriate local, national and international partnerships to advance the goals of the Institute

- Provision of suitable space and facilities
- In leading the Institute, the Foundation Director shall build on the institutional development work already undertaken, by the Dean, other Faculty leaders and key stakeholders, the consultative processes of the Faculty, the Interim Director and the Secretariat.
- The work of the Director should support, strengthen and expand the role of the WHO Collaborating Centres located within the University and its affiliated institutions.
- The Foundation Director will be formally accountable through the Dean of the Faculty of Medicine, Dentistry and Health Sciences.
- The attention of applicants is drawn to the paper "University Expectations of a Professor", which is an attachment to "Professor of the University – General Information, Conditions of Appointment and Method of Application" at <http://www.hr.unimelb.edu.au/prof-promo/>. Please refer to this document for further information.
- All professors of the University are members of the Academic Board of the University. The Foundation Director will be a member ex-officio of the Board of the Faculty of Medicine, Dentistry and Health Sciences, and the Faculty Executive Committee.

5 Environmental, Health and Safety Responsibilities

All staff are responsible for the following safe work procedures and instructions:

Employees are to:

- comply with the EHS manual
- adopt work practices that support EHS programs
- take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- seek guidance for all new or modified work procedures
- ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- participate in meetings, training and other environment, health and safety activities

Employees:

- must not wilfully place at risk the health or safety of any person in the work place
- must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- must cooperate with the University in relation to activities taken by the University to comply with Occupational, Health and Safety and environmental legislation.

Supervisors are responsible for:

- developing new work procedures, as required, in conjunction with relevant persons

- providing all staff with relevant EHS information in an appropriate manner
- providing personal protective equipment and clothing if hazards cannot be fully eliminated
- providing adequate supervision through technical guidance and support
- identifying and control hazardous conditions
- providing appropriate facilities for safe storage, handling and transport of hazardous substances
- ensuring that all accidents and incidents are reported

Managers and Section Heads are responsible for:

- maintaining compliance with all environment, health and safety policies and procedures by regular performance review
- conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required
- ensuring that all staff, including contractors under local control, are appropriately inducted
- providing relevant EHS information and ensuring appropriate training;
- identifying health monitoring needs, in consultation with the Occupational Physician
- maintaining appropriate records as required by the University's Records Services Department
- ensuring consultative structures and staff participation by conducting regular section meetings to discuss EHS issues
- investigating all reported incidents and reporting to department head all action taken to prevent a similar occurrence

In addition, Academic Staff are responsible for ensuring that an equivalent standard of environment, health and safety is afforded to their students as is afforded to University staff generally. Academic staff are deemed to have principal supervisory duty for undergraduate and postgraduate student activities.

6 Other Information

6.1 The Faculty of Medicine, Dentistry & Health Sciences

The Faculty of Medicine, Dentistry and Health Sciences comprises the School of Medicine, the School of Dental Science, the School of Physiotherapy, the School of Behavioural Science and the School of Postgraduate Nursing. The School of Medicine consists of twenty academic departments while the other Schools comprise single departments. The Faculty is one of 11 Faculty (Academic Budget Divisions) groupings in the University. It is one of the University's largest faculties in terms of management of financial resources, employment of academic and general staff, teaching of undergraduate and postgraduate students, and the conduct of basic and applied research. The Faculty's recurrent fund budget is about \$50m and the Faculty also

manages income from other sources, including research grants, fee income, trust funds and bequests totalling about \$150m. The Faculty has a student teaching load of about 5483 equivalent full-time student units (4311 other-than higher degree, 1172 higher degree) with a total staff of about 1,289 full-time equivalent (365 teaching and research staff, 500 research only, 424 general staff).

6.2 The University of Melbourne

The University of Melbourne is an international research and teaching university. We employ people of outstanding calibre and offer a unique environment where staff are valued and rewarded.

Founded in 1853, the University commenced teaching its first students in 1855. The University has over 40,000 students in a broad range of professional disciplines. Over 6000 students are higher degree students. The University has over 6000 staff members.

The University is Australia's leading research based university, with an international profile through its reputation for scholarship and teaching. It is a founding member of Universitas 21, an international federation of universities.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University. The Academic Board is responsible to Council for academic matters. Reporting to the Vice-Chancellor are the Deans of each Faculty, two Deputy Vice-Chancellors, and the Senior Vice-Principal. Reporting to the Senior Vice-Principal are Vice-Principals of Human Resources, Information, Property & Buildings, and University Development; the Vice-Principal & Chief Financial Officer; the Vice-Principal & General Counsel; and the Vice-Principal & Academic Registrar.

This position description is approved by:

Occupant:Date:.....

Supervisor:.....Date:.....

Head of Organisation Unit:Date:.....

Head of Budget Division:Date:.....