

## POSITION DESCRIPTION:

### SECTION A: Position Context

<b>Position Title</b>	Team Leader, RID-TB
<b>Classification</b>	Salary discussed with short listed candidates. A monthly mobility & special location allowance is included in the salary package. Other provisions include: accommodation in Daru, mobilisation and demobilisation expenses covered (visa, return airfares, additional luggage, transit accommodation), medical and emergency evacuation insurance while in PNG or when travelling for work, and access to project vehicles in Daru.
<b>Location</b>	Daru, Western Province, Papua New Guinea
<b>Effective Date</b>	January 2022

### Purpose:

The Team Leader will work with the TB Technical Director PNG, Technical Director (RID-TB), and the Project Co-director (Western Province). The position will be responsible for day to day management, coordination, supervision and oversight of our multidisciplinary Daru-based field team and will also be responsible for management of relationships with key Government of Papua New Guinea (GoPNG), WPHA, NGO and other partners in the Western Province.

### Supervision Reporting Relationships:

<u>This positions'</u> supervisor/manager	RID-TB Technical Director
Program reporting line	RID-TB Technical Director, TB Technical Director (PNG)
Other positions reporting to <u>this</u> position	Workflow management: Field staff in Daru including TB Specialists (Care & Treatment, Public Health, and Nursing & PEC), Project Analyst, Project Finance and Administration Officer and 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	
<b>1. Coordination and monitoring of project implementation</b>	<ul style="list-style-type: none"> <li>Responsible at the field level for coordinating and monitoring implementation of Burnet's activities as included in the Western Province Implementation Plan (for TB).</li> <li>Support the ongoing development, implementation and monitoring of individual and team work plans and deliverables in coordination with the technical leads and project management team.</li> <li>Responsible for delivery of project reports, presentations and monitoring and evaluation.</li> </ul>

		<ul style="list-style-type: none"> <li>• Representation of Burnet at key meetings, including the provincial TB core group.</li> <li>• Respond to programmatic and WPHA needs as they arise across strategic and operational areas of synergy, such as COVID-19 response.</li> </ul>
2.	<b>Project management and operations support</b>	<ul style="list-style-type: none"> <li>• Ensure project operational &amp; logistical needs are met with support from the Daru-based project team (in particular the Operations Officer, Finance &amp; Administration Officer and Driver) including asset management.</li> <li>• Responsible for field project expenditure and financial processes (supported by the finance and administration officer and Melbourne based Project Manager)</li> <li>• Act as the field team's Security Focal Point in Daru, including management and reporting of all staff health issues and incidents relating to safety and security (concerning staff members and assets) in coordination with PNG and Melbourne offices.</li> <li>• Act as the safeguarding focal point in Daru, in close collaboration with Human Resource Manager PNG and Melbourne project management team.</li> <li>• Support other project management needs as required.</li> </ul>
3.	<b>Stakeholder communication and relationship management</b>	<ul style="list-style-type: none"> <li>• Establish and maintain effective working relationships with the provincial TB core group members and Western Province partners including the WPHA, DPH, donors, implementing agencies and other stakeholders in PNG.</li> <li>• Liaise directly with relevant project staff, in both PNG and Melbourne for both programmatic and operational components.</li> <li>• Attend and represent Burnet Institute/RID-TB project at key stakeholder meetings in Daru &amp; Port Moresby as needed.</li> </ul>
4	<b>Implementation support to health systems strengthening</b>	<ul style="list-style-type: none"> <li>• Support technical leads to improve 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</li> <li>• Implementation guidance and troubleshooting to implementation partners and stakeholders (NDOH, WPHA, DPH, WVI)</li> <li>• Support capacity building for PHA staff in accordance with the WP TB Program's Competency Framework including delivery of training where appropriate</li> <li>• Monitor systems effectiveness through program monitoring and evaluation, using data to inform strategies</li> <li>• Provide recommendations on how to improve systems</li> </ul>
5	<b>People Responsibility</b>	<ul style="list-style-type: none"> <li>• Coordinate human resources management of the Burnet based field team (with support from TB Technical Director PNG, Melbourne management team, and PNG head office teams (HR and operations) in Kokopo) including the following:</li> <li>• Ensure participation of all staff in the People Development Framework (PDF) to enhance performance and identify training, professional development and career coaching needs.</li> <li>• Work with Melbourne and Kokopo to ensure compliance within the group in relation to all required compliance training including online and face to face training.</li> <li>• Manage HR issues with the support and guidance of HR as needed.</li> <li>• Manage leave within the group to ensure leave balances are kept within institute policy guidelines.</li> </ul>
6	<b>Occupational Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Managers with People Responsibilities.</li> </ul>

<b>7</b>	<b>Training</b>	<ul style="list-style-type: none"> <li>Responsible for completing all required training in line with the position / role.</li> </ul>
----------	-----------------	--

### 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
<b>1.</b>	A qualification in the following field: public/global health, international development or health management (with over 10 years' experience)	Essential
<b>2.</b>	A qualified and registered clinical health professional.	Desirable

Experience / Knowledge / Attributes		
<b>1.</b>	Interest and experience in team and project management with an organisation working in a resource-constrained setting	Essential
<b>2.</b>	Experience in capacity development and training of health workers and health systems strengthening	Essential
<b>3.</b>	Experience in management of stakeholders and maintaining effective organisational partnerships	Essential
<b>4.</b>	Strong interpersonal, people management and partnership brokering skills	Essential
<b>5.</b>	Highly adaptable, ability to work in remote or resource-constrained setting	Essential
<b>6.</b>	Experience in report writing, monitoring and evaluation, health program design or research	Essential
<b>7.</b>	Demonstrated analytical, critical appraisal and problem solving skills	Essential
<b>8.</b>	Fluency in English and demonstrated high level written and verbal communication skills	Essential
<b>9.</b>	Experience working and managing a team in challenging settings including management of security, health, and team dynamics in a resource poor situation	Desirable
<b>10.</b>	At least 1 year experience in the programmatic management of TB/DR-TB in a resource-constrained setting	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.

This position involves the following contact with children (any individual aged under 18 years):

Direct Contact - Working with Children	Working on an activity or in a position that involves direct contact with children, either under the position description or due to the nature of the work environment. Direct contact is usually when there is face to face contact or direct electronic contact with a child, this may also include being within close proximity to a child or children.	
Location	✓ Overseas...PNG	

## **SECTION D:**

### **Burnet Overview**

Burnet Institute is a leading Australian, unaligned, not-for-profit 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.

Since 1986, Burnet has linked discovery-oriented, medical research with practical action to help solve devastating global health problems that affect the most vulnerable. This sets us apart from other organisations. Institute-wide interdisciplinary health programs - Maternal, Child and Adolescent Health; Disease Elimination; Behaviours and Health Risks, and Health Security - are at the heart of our daily decision-making. The Institute's highly diverse skill base of laboratory and field research, and technical expertise, is fostered across cross cutting disciplines of Life Sciences, Public Health and International Development.

Whilst our headquarters is in Melbourne, Australia, we also have offices in Papua New Guinea and Myanmar, and are actively involved in research and public health programs throughout Australia, the Asia-Pacific region, and Africa. Burnet is the only unaligned 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).

### **Reducing the Impact of Drug-resistant Tuberculosis in PNG (RID-TB) Project Overview**

Burnet has a long history of collaborating with donors, Government and other partners in particular areas of need in Papua New Guinea. Since August 2014, Burnet has been a partner in the multi-stakeholder response to the major TB epidemic in Western Province. This epidemic is characterised by the emergence and spread of drug-resistant TB (DR-TB) with Daru as the known hotspot of intense transmission of DR-TB. This is a public health emergency with rates of DR-TB that are amongst the highest documented globally at the district level.

Burnet is contributing to the response as the technical lead in the design of an effective response and in monitoring its implementation. Burnet is utilising a partnership approach with Western Provincial Health Authority (WPHA), Daru Provincial Hospital (DPH) and other implementing partners such as World Vision International.

Burnet implemented Phase I of RID-TB from August 2014 to November 2015, Phase IIA from December 2015 – March 2018 and is currently implementing Phase IIB. The project is funded via the Australian Department of Foreign Affairs and Trade (DFAT) and Burnet's activities align with the goal and objectives of the Western Province Annual Implementation Plan (for TB). The successful achievement of the goal and objectives will require adequately resourced contributions from a range of partners. Phase IIB has 5 strategic interventions aligned to the Western Province Annual Implementation Plan.

- 1) Design and support the implementation of a TB elimination model 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) Support utilisation of program data and operational research for effective action within the TB program response
- 5) Support the decentralisation of care in South Fly District

Across each of these areas, Burnet is responsible for building capacity of health workers, TB 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 community to policy maker levels will remain fundamental to the delivery of technical assistance within the response.

Since 2020, the project has also pivoted to support areas of need and synergy, at the request of the WPHA and DFAT, including the response to COVID-19. Specific areas of focus include community awareness and education, planning, monitoring and evaluation, vaccination roll-out as well as minimizing the impact of disruptions on essential health services.

**Further Information:**

For further information, please contact Melanie Wratten, RID-TB Project Manager; [melanie.wratten@burnet.edu.au](mailto:melanie.wratten@burnet.edu.au)