



## NOSSAL INSTITUTE LIMITED

### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Technical Advisor – Inclusive Resilience, Infrastructure and Health
<b>REPORTING TO:</b>	Principal Advisor, Social Implications of Technology (Infrastructure and Resilience)
<b>CLASSIFICATION:</b>	Category 4, Step 4
<b>EMPLOYMENT TYPE:</b>	Part-time, Fixed Term
<b>NUMBER OF REPORTS:</b>	0

#### **The Organisation:**

The Nossal Institute for Global Health at the University of Melbourne delivers practical solutions to pressing global concerns. We are at the forefront of strengthening health systems in Asia and the Pacific. We work to ensure all can access health services. We promote well-being and strive for all people to reach their full potential.

Health and well-being underpin the productivity, security and resilience of nations, communities and families. More recently we have commenced a program on inclusive and integrated resilience linking infrastructure and health with a focus on gender equality and social inclusion. Our big picture perspective helps us understand, and respond to, complexity and change. We combine real-world experience with the scientific rigor of one of the world's most prestigious universities. Our work benefits from the flexibility and responsiveness of the Institute's not-for-profit consulting arm.

#### **Position Summary:**

The Technical Advisor will directly support the growth, development and delivery of the Nossal Institute's program of work on Inclusive Resilience – Infrastructure and Health. They will be expected to develop new activities and programs, as well as obtain funding to support these activities and programs.

#### **Key Responsibilities:**

1. Program Support:
  - a. Support the Principal Advisor, Social Implications of Technology (Infrastructure and Resilience) in the development of proposals for to expand the Institute's program of work on Inclusive Resilience – Infrastructure and Health, including:
    - Prepare new funding proposals for the Program activities.
    - Support the implementation of projects to a successful delivery outcome.
    - Provide support to the Principal Advisor, Social Implications of Technology (Infrastructure and Resilience) in the reporting on activities.
  - b. Contribute to the preparation, organisation and delivery of public and communication events and represent Nossal as appropriate.
  - c. Contribute to ensuring the content on the webpage presents the Program's work in an engaging manner and is regularly updated.
2. Research and knowledge development:
  - a. Undertake the development of research programs and participate in cross-disciplinary research as a member of the research team.
  - b. Contribute to publications arising from scholarship and research related to the Inclusive Resilience – Infrastructure and Health program of work, such as publication of papers, books

and in peer reviewed journals.

- d. Support the Program to pursue research opportunities and apply for funding for collaborative research activities with national and international organisations.

3. Technical assistance:

- Provide technical support to implementation of the growing portfolio of contracts under Inclusive Resilience – Infrastructure and Health program of work in Asia and the Pacific Region, including:
  - a. design, implementation, monitoring and evaluation.
  - b. Assist in the preparation of technical reports as well as papers for publication in peer-reviewed journals and contribute to the dissemination of information to key stakeholders.
  - c. Support tender preparation and bid development for the Program.

**Selection Criteria:**

**Essential:**

- Postgraduate qualifications in an area of public policy, science, engineering, public health, economics, international development or a relevant specialist area.
- Knowledge and experience working in international development, ideally in the infrastructure (energy/power systems, digital platforms, etc.) and health systems, climate resilience, social and gender and development or related sectors in Asia and the Pacific.
- Experience in carrying out project design, implementation, monitoring and evaluation.
- Excellent verbal and written communication skills, particularly in the preparation, review and presentation of technical and research reports, as well as funding proposals.
- Experience in working constructively with colleagues and partners, particularly in Asia and the Pacific.
- Ability to work in a multilingual and culturally diverse environment.

**Desirable:**

- Experience in working with projects funded by international bilateral and multilateral donors, including adhering to reporting requirements.
- Experience in the management or administration of major events (conferences, workshops).
- Possibility for travel around, 2-3 times per year, typically 2-3 weeks at a time.

**Environment, Occupational Health and Safety**

The incumbent will:

- Follow safe work procedures and instructions
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported
- Participate in meetings, training and other health and safety activities
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Take appropriate actions to reduce use of energy, water and supplies that adversely affect the environment (including the Nossal “carbon footprint”)

**Diversity and Inclusivity Statement**

The Nossal Institute Limited is committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds.

We adopt our diversity and inclusivity policies from the University of Melbourne, which can be viewed at <https://about.unimelb.edu.au/careers/diversity-and-inclusion>