

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Clinical Lead – Emergency Care – Timor-Leste, RECSI
<b>POSITION NUMBER:</b>	5649
<b>DIVISION / SECTION:</b>	Global and Tropical Health
<b>SUPERVISOR:</b>	Program Manager Timor-Leste, Dili based – 5259
<b>CLASSIFICATION LEVEL:</b>	PAT 9
<b>SALARY RANGE:</b>	\$123,601-\$131,804
<b>STATUS (FTE):</b>	0.2FTE
<b>LOCATION:</b>	Darwin
<b>DIRECT REPORTS:</b>	Two
<b>INDIRECT REPORTS:</b>	Nil
<b>SPECIAL PROVISIONS:</b>	<ul style="list-style-type: none"> <li>- Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources.</li> <li>- Travel overseas to Timor-Leste for up to five (5) days several times per year</li> <li>- Willingness to travel to municipalities including participants homes to facilitate research activities and conduct follow-up visits as required.</li> <li>- Comply with the Worker Immunisation against Specified Vaccine Preventable Diseases NT Health Policy and provide proof of compliance (e.g., vaccine certificates or serology reports) including Hepatitis A &amp; B vaccinations as per Category A the NT Health Policy.</li> <li>- Ability to obtain and maintain a current Working with Children Check (OCHRE card) (NT Residents) or equivalent (Australian residents) or National Police Clearance (non-Australian residents).</li> </ul>

### ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

### **SUMMARY OF POSITION:**

The Clinical Lead Emergency Care RECSI is responsible for providing clinical leadership and management for the development and delivery of RECSI program activities for emergency care in Timor-Leste, ensuring adherence to project timelines, budgets, and funding requirements. The position is part of the RECSI Emergency Care team and will be accountable to the RECSI Program Leads as per the RECSI governance structure.

This position requires the provision of technical expertise and guidance, stakeholder engagement and coordination, and contributions to project management activities including project documentation, monitoring, reporting, and compliance.

This position is based in Darwin, Australia.

### **CONTEXT:**

The Department of Foreign Affairs and Trade (DFAT) has funded the Regional Emergency and Critical Care Systems Strengthening Initiative (RECSI) under its Regional Health Partnerships (RHP) scheme, with activities commencing in July 2024. RECSI aims to build on the experience of the COVID-19 pandemic, particularly in relation to the need for local critical care capacity, and the value of resilient emergency care systems in detecting and responding to health emergencies. RECSI will also act as a mechanism for embedding the World Health Organisation's emergency care systems framework across the region and progressing World Health Assembly resolutions 72.16 and 76.2.

RECSI will be delivered through a consortium of organisations including Alfred Health, Monash University, the Australian College for Emergency Medicine (ACEM), the Australian and New Zealand Intensive Care Society (ANZICS), the National Critical Care and Trauma Centre (NCCTRC), the Pacific Community (SPC), St Johns Ambulance Papua New Guinea (SJA PNG), and Menzies School of Health Research.

### **PRIMARY RESPONSIBILITIES:**

The following responsibilities are not exhaustive and may include others as directed by the supervisor:

#### Program Leadership and Governance

1. Lead the development and coordination of the RECSI program of work for emergency care in Timor-Leste, supported by the RECSI Program-Lead – Emergency Care and other RECSI Timor-Leste staff including the Clinical Lead – Critical Care.
2. Co-chair the RECSI Timor-Leste Working Group with the Clinical Lead – Critical Care and participate/contribute to other governance committees and functions including but not limited to the Operations Committee, Operations Sub-Committee – Emergency Care, and the Monitoring Evaluation and Learning (MEL) Committee.
3. Contribute to the identification of, and response to, new funding and program development opportunities including proposals, submissions, reports and sub-contracts in collaboration with and on behalf of the project committees.

#### Stakeholder Engagement

1. Liaise with relevant stakeholders to facilitate program inputs and outputs for emergency care in Timor-Leste.
2. Cultivate and maintain strong, enabling relationships with all stakeholders, including partner organisations, in-country providers, clinicians and staff, including identification of new partners as required.

#### Project Planning and Implementation:

3. Support the delivery of project plans, briefings, reports, and presentations for emergency care activities in Timor-Leste in alignment with RECSI objectives, DFAT requirements, and to meet the needs of consortium partners.
4. In collaboration with the Program Lead – Emergency Care, lead and/or oversee the implementation of RECSI activities and initiatives with an emergency care focus in Timor-Leste, collaborating with relevant stakeholders and adhering to timelines, budgets, and contractual obligations.
5. Support program inputs and outputs related to Gender Equity, Disability and Social Inclusion (GEDSI) and ensure mainstreaming across emergency care activities in Timor-Leste.

Financial Oversight and Control:

6. Provide inputs and advice regarding project budgets and expenditure for emergency care activities in Timor-Leste.

Monitoring, Evaluation and Learning:

7. Provide technical inputs and support coordination of monitoring and evaluation activities for emergency care activities in Timor-Leste, in collaboration with other RECSI personnel and stakeholders as per the requirements of the program.

Content and Communication:

8. Contribute technical expertise and knowledge of the Timor-Leste context to content development and delivery to enable proactive and transparent communication related to project activities to engage stakeholders, and to appropriately enhance project visibility.

Data Analysis and Quality Improvement:

9. Collaborate with RECSI Timor-Leste personnel and stakeholders to capture and analyse project data, inform quality improvement initiatives, and ensure adherence to best-practice standards across emergency care activities.

Other Responsibilities:

10. Undertake additional responsibilities delegated within the reasonable scope of this position.
11. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
12. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

## **SELECTION CRITERIA:**

### **Essential:**

1. Tertiary qualification in international development, global health, public health, public policy, social sciences, or related disciplines.
2. Professional qualifications as an emergency care specialist or emergency nursing specialist (e.g. Fellowship of the Australasian College for Emergency Medicine).
3. Proven experience in leading global health, public health, or international development projects including the application of evidence-based practice for workforce capacity development and health systems improvement.
4. Proven experience and detailed knowledge of emergency care delivery in Timor-Leste, with existing relationships with key stakeholders (including Menzies School of Health Research).
5. Knowledge of the World Health Organization Toolkit for Strengthening Emergency Care Systems, including experience with the Interagency Integrated Triage Tool and/or Basic Emergency Care Course.
6. Cultural competency for working in diverse Low and Middle-Income Countries (LMICs).
7. Strong written and verbal communication skills.
8. Experience in leading MEL processes and inputs for emergency care and global health programs.

9. Experience in incorporating GEDSI considerations into program design, operations and MEL.

**Desirable:**

1. Familiarity and experience with DFAT core guidelines and policies, including but not limited to GEDSI and MEL.

**COVID-19 SAFETY REQUIREMENTS:**

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace.

**COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:**

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

**APPROVED BY:** Menzies Human Resources

**DATE:** 13/11/2024

<b><u>PAT 9</u></b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value PAT 9/1 (\$)</b>	<b>Maximum Value PAT 9/4 (\$)</b>
<b>Gross Salary</b> (position advertised as Professional Administrative and Technical Staff Level 9)	123,601	131,804
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	17,304	18,453
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,543

<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,676	1,676
<b>Total Salary Package</b>	<b>151,050</b>	<b>160,475</b>