



AUSTRALIAN INTERNATIONAL HEALTH INSTITUTE

POSITION DESCRIPTION

POSITION TITLE: Manager, Health Policy and Finance Hub

REPORTING TO: Head, Health Systems Strengthening Unit

CLASSIFICATION: AIHI Category 3 (Project Manager)

EMPLOYMENT TYPE: Full-time, fixed term appointment (2 years) with the possibility of extension

EMPLOYER: Australian International Health Institute
(The University of Melbourne) Ltd

This position description is approved by (signatures):

HEAD OF DIVISION:..... **DATE:**.....
(Executive Director, Australian International Health Institute, Dr Peter Deutschmann)

MANAGER:..... **DATE:**.....
(Head, Health Systems Strengthening Unit – Dr. Krishna Hort)

1. THE ORGANISATION

The Australian International Health Institute (The University of Melbourne) Ltd, a company of the University of Melbourne, is an operating arm of the Nossal Institute for Global Health.

The Nossal Institute for Global Health's mission is to work in partnership to expand knowledge, advocate for change and build capacity of governments, organisations and individuals to promote and protect the health of populations, thus contributing to a healthier future for humanity through advances in global health.

The institute has a combined focus on development assistance, research and teaching. Through capacity building and partnership, the Nossal Institute for Global Health works internationally across South and South East Asia, the Mekong, Southern Africa and the Pacific to address global health challenges in regions where public health needs are greatest.

The Health Systems Strengthening Unit (HSSU) is one of the technical units of the Nossal Institute, and combines staff from an academic background and development practitioners. It focuses on how to make health systems operate more effectively to support the delivery of health care and achievement of health outcomes.

2. HEALTH POLICY AND FINANCE HUB

The Knowledge Hub for Health Policy and Health Financing is a 4 year, \$6.5 million program funded by AusAID, that is managed within the HSSU. The Hub will develop expertise/knowledge by bringing together experts within Australia, regionally and internationally in the area of the financing of health services and relevant policy for middle income and developing countries in the Asia-Pacific region. The Hub has now been in operation for 2 years, and has a further 2 years to run.

Current staffing of the Hub includes the Senior Academic, Technical Director, Research officer, Project officer, and Hub manager. Other staff of the Nossal and external staff provide a range of inputs into the Hub.

The Knowledge Hub for Health Policy and Health Finance is part of a bold strategic initiative from AusAID to support the production of knowledge and evidence, and its incorporation into decisions by policy makers and international donors. The successful applicant will have the opportunity to contribute to this challenging agenda, and to make a significant difference to the health system reform agenda at a regional and national level.

3. POSITION SUMMARY

The position of Hub manager plays a key role in coordinating the operations of the Hub, ensuring that procedures to maintain quality are implemented, and managing the challenging interface between generating research evidence, and its uptake into policy and practice. The Hub manager will also be able contribute to the development of specific areas of work of the Hub, depending on their areas of technical expertise, such as knowledge management, research methods, policy analysis or communications.

4. KEY RESPONSIBILITIES

The Manager, Health Policy and Finance Hub will report to the Head, Health Systems Strengthening Unit, who is also the Technical Director of the Hub.

Key responsibilities include:

- Management and coordination of resources from the Hub, the Nossal Institute, and collaborating partners to achieve the Hub's objectives.
- Preparation and submission of reports required by AusAID, including annual reports and annual plans and budgets

- Lead a participatory planning process to review each year's work and develop annual plans and budgets
- Oversight the progress of implementation and the expenditure of Hub funds
- Where appropriate take action to address constraints or delays in implementation
- Ensure that procedures, including review and consultation with technical experts, are undertaken to maintain the quality of the work and outputs of the Hub
- Oversight the communication and knowledge management activities of the Hub
- Act as the line manager for the project officer and research assistants
- Lead coordination and communication with the senior management group and other units within the Nossal Institute
- Participate as appropriate depending on technical expertise in research / knowledge exchange activities of the Hub
- Maintain liaison and communication with collaborating organisations in Australia, including the other Knowledge Hubs for Health
- Act as the key contact point for communication with AusAID
- Where appropriate, represent the Hub and the Nossal Institutes at meetings, seminars and forums regionally and internationally.

5. KEY ACCOUNTABILITIES

- Development and submission of annual reports, plans and budgets
- Supervision of project officer and research assistants
- Compliance with the quality review procedures
- Measurement and reporting on achievements

As a senior project manager in the Nossal Institute, the Manager, Health Policy and Finance Hub

- Participate in project management meetings.
- Participate in performance management and setting goals.
- Participate in management processes to improve performance and ensure delivery of annual objectives for the Institute.

6. SELECTION CRITERIA

Essential:

- Post graduate qualifications in health / social sciences
- Significant project management experience, over at least 3 years, at a position of responsibility for decision making, of collaborative projects or research in low income countries, including in areas of planning, budgeting, decision making / governance, monitoring and reporting.
- Demonstrated ability in organizing work, identifying and solving problems, achieving deadlines, preparing documents, thinking strategically, and building partnerships with other organizations.
- Experience in the management of small teams and consultants
- Understanding of health systems and health service delivery issues in low income country / Asia Pacific context
- Understanding of development practice and policy, the role of evidence, and issues around the use of evidence in policy making and practice.
- Excellent oral and written communication skills

Desirable:

- Experience of research in the health sector of developing countries or countries of the Asia-Pacific region
- Familiarity with AusAID policies and procedures

- Technical expertise in relevant health / research area

7. 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.

8. TERMS AND CONDITIONS

This is a full-time fixed-term appointment for a 2-year period, pending a mutual review after the first 3 months. Salary will be based on AIHI salary scale at the level of Project Manager (category 3, range \$80,700 - \$96,700, inclusive of 9% superannuation). As a charity recognised by the Australian Taxation Office, AIHI enjoys the privilege of Fringe Benefit Tax concessions and offers salary packaging to its employees. In addition, the position is entitled to annual leave loading, training/professional development opportunities and other benefits.