



## POSITION DESCRIPTION:

### SECTION A: Position Context

Position Title	Operations Team Leader
Classification	Salary discussed with short listed candidates. 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.
Location	Daru, Western Province, Papua New Guinea
Effective Date	May 2023

### Purpose:

The main purpose of the Operations Team Leader role is to manage the day-to-day operations functions of the Daru office. This is inclusive of managing finances, human resources, safety and security and stakeholder relationships for Burnet programs based in Western Province. This role will be part of an experienced team of managers, clinicians and public health professionals based in Melbourne and Daru, providing inputs in Western Province. The role works to ensure efficient operation of the Burnet Daru office and the timely and efficient delivery of support services to the team

### Supervision Reporting Relationships:

This positions' supervisor/manager	PNG Deputy Country Director secondary supervision from the RID-TB Technical Director
Other positions reporting to <u>this</u> position	Operations, logistics, finance and IT staff. Support Officer, Office Assistant and Driver.

### 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	
1.	<p><b>Finance Management</b></p> <p>Manage the implementation of Burnet financial processes and procedures for the Daru Field Team including;</p> <ul style="list-style-type: none"> <li>In partnership with the Project Manager, manage the project budget and contribute to donor reporting.</li> <li>Oversee all financial reporting and ensuring the completion of monthly cashbook, petty cash, cash count &amp; funds request and submission of these to the Burnet finance manager in Kokopo adhering to Burnet policies and procedures.</li> <li>Oversight and management of the procurement process with the Project Manager, including quotation analysis, for items and activities under the project.</li> <li>Oversee asset management including the maintenance of project registers, quarterly review of assets, and coordination of incident reports relating to project assets. Manage any equipment breakdown or replacement as needed such as mobile phones, computers etc.</li> </ul> <p>Oversee the relationship with the BSP bank in Daru for accounting purposes.</p>
2.	<p><b>Logistics and Security</b></p> <ul style="list-style-type: none"> <li>Oversight of risk management of project field visits, activities, workshops and other trainings and events adhering to Burnet policies and procedures;</li> <li>Ensure Western Province's participation in Burnet PNG's Security and Safety Focal Point Committee</li> <li>Oversight of workplace health and safety, ensuring that all employees have access to a safe work environment.</li> <li>Manage all security incidents in Western Province within delegation. Ensuring all incidents are reported to Burnets Leadership Team</li> </ul>
3.	<p><b>Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>In partnership with the Technical Team Leader engage with local stakeholders at a variety of levels.</li> <li>Represent Burnet at a range of government and community meetings and forums where appropriate.</li> <li>Contribute to MOU's and partnership principals where appropriate.</li> </ul>

Key Responsibility Areas	
4. <b>Organisational Responsibility</b>	<ul style="list-style-type: none"> <li>Comply with the Institute's 'Terms and Conditions of Employment' and those outlined in individual staff contract.</li> <li>Contribute to a harmonious team environment and maintain good working relationships with all suppliers, partners and stakeholders.</li> <li>Participate in staff and program meetings and trainings.</li> <li>Participation in the performance review process with the relevant line manager assessing progress against key performance indicators.</li> <li>Participation in professional development activities through on-the-job learning, reading, and in-house and external training.</li> </ul>
5. <b>People Responsibility</b>	<ul style="list-style-type: none"> <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>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> <li>Coach and support staff and students.</li> <li>Oversight of the recruitment, selection, and retention of staff in Western Province.</li> <li>Provision of pastoral support and guidance to all expatriate staff in Western Province</li> <li>In partnership with the Human Resources Manager conduct investigations and performance counselling processes if required.</li> <li>Oversight of pastoral and wellbeing support and professional development for national staff.</li> <li>Supervision of the Project Officer and support to the Western Province operational team.</li> </ul>
6. <b>Training</b>	Responsible for completing all required training in line with the position / role.

## 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
Qualification in business, management, or a related field or equivalent relevant experience for 3-5 years in a leadership position	Essential

Experience / Knowledge / Attributes		
1.	Prior experience in office management and financial/administrative/human resources management	Essential
2.	Strong computer skills including experience with Microsoft Windows and Office applications, including Word, Excel and PowerPoint	Essential
3.	Excellent relationship management and communication skills, including counterpart agencies and colleagues	Essential
4.	Demonstrated capacity to work independently (although part of a team) exercising strong judgement, decision-making and problem-solving skills	Essential
5.	The ability to respond rapidly and practically to a demanding environment, proactively identifying issues and working to develop and lead solutions	Essential
6.	Demonstrated cultural competency and effective and collegial cross cultural communication skills	Essential
7.	Experience in report writing, monitoring and evaluation, health program design or research	Essential
8.	Strong organisational and time-management skills, including the ability to manage own workload	Essential
9.	Honest and hardworking with strong integrity and accountability	Essential

10	Previous work experience in PNG or the Pacific	Desirable
11	Previous work/living experience in low-resource settings	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. Evidence of full vaccination against Covid-19 will also be required.

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

<b>Direct Contact - Working with Children</b> 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	<input type="checkbox"/> VIC	<input type="checkbox"/> NSW
	<input type="checkbox"/> ACT	<input type="checkbox"/> SA
	<input type="checkbox"/> TAS	<input type="checkbox"/> NT
	<input type="checkbox"/> QLD	<input type="checkbox"/> WA
	<input checked="" type="checkbox"/> Overseas...specify country/region	<b>Papua New Guinea</b>

## SECTION D: Burnet Overview

Burnet Institute is a leading Australian, unaligned, not-for-profit organisation focused on achieving a more equitable world through better health.

Since 1986, Burnet has linked discovery-oriented, medical research with practical action to help solve devastating global health problems so no-one is left behind. This sets us apart from other organisations. Institute-wide interdisciplinary health programs - Disease Elimination, Health Security and Pandemic Preparedness, and Maternal, Child and Adolescent Health - 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 arguably 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 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 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.

Burnet institute is also conducting the SWEEP-TB community-wide comprehensive initiative to reduce the burden of TB and MDR-TB in Daru, PNG as part of the TB elimination model. The project will implement an island-wide TB screening approach designed with the following objectives:

1. Detect and Treat – To implement systematic screening of all Daru residents to detect and treat prevalent disease due to drug-resistant and drug-susceptible TB
2. Prevent – To provide TB preventive therapy or BCG vaccination to eligible Daru residents under 35 years of age to prevent infection and disease due to drug-resistant and drug susceptible TB
3. Evaluation & Knowledge transfer – Evaluation of the intervention, conduct operational research training in TB including MDR-TB for PNG researchers and support higher degree research student supervision.

**Further Information:**

For further information, please contact Sarah Körver (Project Manager) [sarah.korver@burnet.edu.au](mailto:sarah.korver@burnet.edu.au)

*The Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a National Police Check and endorse the Institute's Child Protection Code of Conduct.*

*The incumbent of this position will be required to abide by all Burnet Institute and Daru General Hospital policies. This includes strictly no smoking or chewing buai (betel nut) on Burnet premises & Daru General Hospital property.*

*PNG nationals strongly encouraged to apply.*