POSITION DESCRIPTION:

SECTION A: Position Context

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Head of Biostatistics/Analytics Working Group</th>
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<tbody>
<tr>
<td>Classification</td>
<td>Level D ($152,132 - $167,600) or Level E ($195,960)</td>
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<tr>
<td>Location</td>
<td>85 Commercial Road Melbourne</td>
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Purpose:

The Burnet Institute is expanding its biostatistics and analytics capacity and looking for someone to play a key leadership role as Head of the Biostatistics/Analytics Working Group.

The Biostatistics/Analytics Working Group will involve a core service of specialist analysts/biostatisticians, alongside existing applied research staff with strong skills and interests in analysis/biostatistics.

The Head of Biostatistics/Analytics Working Group will lead and manage the Biostatistics/Analytics Working Group across three key work areas: an advisory and consulting service (internal and external); biostatistics and analytics support for research and other major projects; and teaching, mentoring and supervision.

Biostatistics/analytics is a key growth area within Burnet Institute. We are expanding the Institutes biostatistics and analytics capacity by formally establishing an Biostatistics/Analytics Working Group so we continue to undertake high quality research and evaluations, ensure key research findings are disseminated in a timely way and career analysts and researchers are appropriately mentored and supported to grow their analysis skills.

Biostatistics and analytics play a central role in the Burnet Institute’s work across both Programs and Disciplines. A number of Burnet projects produce large amounts of data, including from longitudinal cohorts and surveillance systems. Increased biostatistics and analytics capacity will support biostatistical analysis and maximise the utility of these datasets and enhance the publication potential of existing research studies. Biostatistical capacity is crucial to support researcher productivity and maintain and enhance Burnet’s key academic metrics. The Burnet has a strong modelling working group, and growing capacity in bioinformatics; biostatistics and analytics capacity is important to support and value add to this work.

The preferred candidate will have a PhD and significant experience in undertaking their own research, as well as supporting other working groups and experience in PhD and other student support and supervision. Candidates who hold or are competitive for an NHMRC Investigator Grant will be considered favourably, along with those who have experience managing teams within Australia and/or abroad.

If you have proven ability to analyse and translate numbers to deliver impact, then please apply for this exciting new role.
Supervision Reporting Relationships:

<table>
<thead>
<tr>
<th>This positions’ supervisor/manager</th>
<th>Professor Margaret Hellard, Deputy Director (Programs) and Professor Mark Stoove (Head, Public Health Discipline)</th>
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</table>

Other positions reporting to this position

The Burnet currently has specialist biostatisticians and analysts who will report directly to the Head of the Biostatistics/Analytics Working Group. Applied research staff with strong skills in biostatistics and employed on specific projects in other Institute Working Groups who will be supported and mentored by the Head of Biostatistics/Analytics.

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.

<table>
<thead>
<tr>
<th>Key Responsibility Areas</th>
<th>Provide analytics advice on study design, statistical power and study sample size to Institute researchers preparing grant applications and developing projects. Provide analytic support to other Institute Working Groups either directly or through support and mentorship of more junior project analysts. This includes guiding analytical approaches and solutions to research in the fields of life sciences, public health and international development, such as bioinformatics, causative analysis, adaptive approaches, machine learning algorithms and smart applications to manage large surveillance data sets and innovative evaluation responses for projects involving implementation science. Develop and grow analytics research that enhances work already being undertaken at the Institute. Develop and maintain project management plans in consultation with the study principal investigators and program coordinator. Ensure maintenance of high scientific and ethical and data integrity standards across projects. Present project progress reports.</th>
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<tbody>
<tr>
<td>1. Data Analysis</td>
<td>Summarise and communicate results of analyses to colleagues and partners. Write full manuscripts related to biostatistics and analyses, their interpretation, implications and contexts for academic publication in high ranking international and national journals. Act as technical resource on data, biostatistics and analytics for research colleagues and programmatic staff. Work with computer scientists and research team to facilitate access to data and biostatistics and analyses for stakeholders both within and external to the Institute.</td>
</tr>
<tr>
<td>2. Reporting and publications</td>
<td>Provide expert advice and develop a consulting service for internal and external stakeholders (income generating service). Internally, this will include guiding Institute biostatistics infrastructure support to ensure there is equity of access for all Working Groups, staff and students to analytics expertise as part of grant and project applications. Support Institute research and other major projects through development of “de novo” research in their field that is consistent with Institute research priorities. Support researcher productivity and maintain and enhance Burnet’s key academic metrics. Develop and broaden skills and capacity in analytics.</td>
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</table>
Key Responsibility Areas

Teaching and supervision to ensure there is equity of access to analyst support, including support to grow the capacity of international offices.

Mentorship of specialist analysts and research staff with strong skills in analysis/biostatistics to help grow analytics capacity and careers.

Add to the Institute profile in the area of analytics, enabling attraction of high quality staff and students.

4. Professional Development
Participate in community and professional development activities relevant to the role.

5. People Management
Attract and supervise higher research degree students in the relevant areas.

Ensure participation of Biostatistics/Analytics Working Group staff in the People Development Framework (PDF) to enhance performance and identify training, professional development and career coaching needs.

Ensure compliance within the Biostatistics/Analytics Working Group in relation to all required compliance training, including online and face to face training.

Manage HR issues with the support and guidance of HR as needed.

Manage leave within the group to ensure leave balances are kept within institute policy guidelines.

Coach and support staff and students.

6. Occupational Health & Safety
Refer to the “Burnet OHS responsibilities and roles” document for full details on specific OHS obligations and responsibilities of Managers

7. Training
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

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<tr>
<th>Qualifications</th>
<th>Essential/ Preferable</th>
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<tr>
<td>PhD or equivalent qualification in a related area (analytics, biostatistics)</td>
<td>Essential</td>
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<tr>
<th>Experience / Knowledge / Attributes</th>
<th>Essential</th>
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<tbody>
<tr>
<td>1 Ability to develop a focused action plan to develop internal expertise and liaise with internal and external stakeholders to deliver a clear vision for analytics</td>
<td>Essential</td>
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<tr>
<td>A national and emerging international track record (preferably with an established program/team) in analytics, biostatistics</td>
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<tr>
<td>2 High-level research and applied skills, with significant expertise and experience in analytics and the translation of analysis into deliverables</td>
<td>Essential</td>
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3. Experienced in statistical software packages (e.g. R, STATA, S-Plus, SAS, Python) and knowledge of or demonstrated ability to learn specialized software packages

4. People management skills including promoting a collaborative and cohesive team environment

5. Previous experience leading the development and writing of academic publications

6. Experience in PhD and student support and supervision

7. Demonstrated ability to mentor and support the professional development of specialist early career analysts.

8. Active networks within analytics, biostatistics, bioinformatics, modelling

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):

<table>
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<tr>
<th>Indirect Contact with Children</th>
<th>Indirect contact is when you are not physically close to a child but may still have an ability to communicate or impact a child or group of children in some way, including via marketing and communications, or access to personal information via research and program activities.</th>
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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 and Health Security & Pandemic Preparedness 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 crosscutting 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).

Further Information:

For further information, please contact:
Professor Margaret Hellard - margaret.hellard@burnet.edu.au
Professor Mark Stoove - mark.stoove@burnet.edu.au