



## Job Description

<b>Name</b>	
<b>Position</b>	Research Section Lead
<b>Location</b>	Goroka, Eastern Highlands Province
<b>Division/Department or Unit</b>	Research
<b>Reporting To</b>	Research Unit Head

### Scope of Position (Short paragraph describing the main aspects of the role)

*Provide context by describing the research strengths, key partners, staffing and current funding of the section and larger unit. The size, complexity and strategic importance of the section and the knowledge and skills of the lead required will determine the job classification, based on a job evaluation. In the current salary levels, section leads will be a 16 or 17. Those with medical qualifications will have a clinical loading.*

### Position Requirements (List of main responsibilities and the outcomes/standards required)

Main Responsibilities	Required Outcomes	Key Performance Indicators
Section leadership: A section lead is expected to initiate and lead a research program within a section.		
1. Under the direction of the unit head and in consultation with members of the section and relevant staff across the Institute, develop, implement, review, adapt and report on a five year plan and annual work plans for the section that align with IMR policies and directions.	Research activities are aligned to a strategic direction, resourced to meet objectives and contribute to the goals and strategies of the Institute and unit.	Plans are produced, monitored and reported on in a timely manner.
2. Supervise and mentor research staff and technical officers in the section to enable them to develop their research capacity and to be able to identify and resolve operational and administrative issues.	The unit has a strong pipeline of technical officers, scientific officers and research fellows who are well supported within the unit and by corporate affairs and support services.	Regular formal and informal interaction with section members, other section leads and the unit head and DD Science & Research to identify opportunities and resolve barriers.  Setting of performance indicators and participating in appraisals and other performance management activities.

3. For the research activities conducted within the section, oversee compliance with ethical practices, data storage and sharing, contractual obligations and PNGIMR's code of conduct, policies and procedures.	The research activities will meet the highest ethical, legal and clinical research standards and the operations will adhere to the institute's policies and procedures including occupational health and safety and safeguarding of children and other vulnerable people.	Evidence of monitoring the behaviour and practices of research teams and following the institute's policies and procedures.
4. Foster a positive workplace culture within the section and ensure members participates in capacity building initiatives such as regular meetings, seminars or journal clubs, in-house and external training, and student supervision.	The section encourages individuals to develop their research careers.	Annual appraisals show that supervisors' and staff members understand their roles, are meeting their performance indicators and involved in continuous learning.
5. Support the dissemination of research findings in peer-reviewed scientific journals and a broader range of communication tools for different stakeholders and the general public.	The work of the section is well-known and well-regarded and contributes to increased scientific knowledge and its application.	The number of peer-reviewed publications are maintained or increased. Evidence of regular dissemination of findings in scientific and programmatic forums (including social media and virtual), policy briefings and to the general public.
Leadership external to the institute: The unit head is responsible for developing and maintaining positive external relations within PNG and internationally.		
6. Foster strong partnerships with health services, government agencies, and national and international researchers relevant to the work of the section.	The section's research activities benefit from the best expertise, skills and technology available globally and are well placed to be informed by and to inform local health policies and services.	Evidence of the benefits from national and international partnerships for the section, unit and institute.
7. Increase and diversify research funding for the unit.	Resources are available to achieve the strategic research plans of the unit and institute.	Evidence of increased funding and of new funding sources.
Research activities: The unit head is expected to be an active researcher.		
8. Be research active by conducting secondary analysis of existing data, attracting funds for new work, leading projects or programs and disseminating results in an area of expertise aligned with the strategic plans of the unit and institute.	The section lead contributes to the overall research activity of the unit.	Number of publications. Number of grants in which the head was involved in developing and listed as a PI. Publish at least two peer reviewed papers a year, at least one as a first or second author.
9. Attend to other duties as required	The institute benefits from the knowledge and skills of senior	Apply expertise to assist the unit head, Director and

	staff.	Deputy Directors on unit and institute-wide issues.
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### Milestones/Objectives for next 12 months appraisal period

**Will be specific to the unit**

No.	Activities/responsibilities	Required Outcomes	Key Performance Indicators
1			
2			
3			

#### Essential criteria

- 1) PhD or MD qualification or equivalent relevant experience in research, higher education or high-level policy making.
- 2) As appropriate for the discipline and opportunity, a demonstrated record of achievement. This may include authoring peer-review publications and/or high-level documents for national government or international bodies and attracting funding, designing and managing implementation of large programs.
- 3) Experience of successfully managing teams involved in designing, conducting or analysing and/or disseminating research results.
- 4) Excellent interpersonal skills including ability to motivate within teams and in externally and negotiate favourable outcomes.
- 5) Strong commitment and demonstrated track record in being innovative and pro-active in initiating and carrying out research activities.

#### Desirable criteria

- 1) Established professional networks within Papua New Guinea and globally.