



## Job Description

<b>Name</b>	
<b>Position</b>	Research Unit Head
<b>Location</b>	Goroka, Eastern Highlands Province
<b>Division/Department or Unit</b>	Research Unit
<b>Reporting To</b>	Deputy Director Science and Research (DD S&R)

### 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 unit. The size, complexity and strategic importance of the unit and the knowledge and skills of the head required will determine the job classification, based on a job evaluation. In the current salary levels, unit heads will be a 17 or 18. 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
Unit leadership: The unit head is expected to lead the various sections and research projects with the unit.		
1. Under the direction of the DD S&R and in consultation with members of the unit, develop, implement, review, adapt and report on a strategic plan and annual work plans for the unit.	Research activities are aligned to a strategic direction, resourced to meet objectives and contribute to the goals and strategies of the unit.	Plans are produced, monitored and reported on in a timely manner.
2. Supervise and mentor section and team leads and other early and mid-career researchers 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 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 researchers to identify opportunities and resolve barriers.  Setting of performance indicators and participating appraisals and other performance management activities.
3. 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 unit incorporating research excellence, collaboration and high productivity through methods such as regular unit meetings, seminars or journal clubs, setting expectations, and opportunities for in-house and external training and mentoring.	The unit encourages individuals to develop their research careers and conducts projects that deliver outcomes and develop into larger research programs.	Annual appraisals show that supervisors' and staff members understand their roles and are meeting their performance indicators.
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 unit 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. In coordination with the Director, DD S&R, other unit heads and section and team leaders, maintain and expand mutually beneficial partnerships with government agencies including National Department of Health, provincial health authorities, national research institutions, universities, training providers and other organisations involved in the PNG health sector.	The unit's activities directly benefit the country's health sector and contributes to building a health and medical research workforce.	Evidence of significant engagement with national and provincial partners (including clinicians and communities) in the identifying of research questions, development of tools and opportunities for capacity development.
7. Foster strong partnership with international researchers and research institutes to enable the unit to achieve strategic goals.	The unit's research activities benefit from the best expertise, skills and technology available globally.	Evidence of the benefits from international partnerships for the unit and institute.
8. 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.		
9. Be research active by attracting funds, leading	The unit head contributes to the overall research activity of the	Number of publications. Number of grants in which

projects or programs and disseminating results in an area of expertise aligned with the strategic plans of the unit and institute.	unit.	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.
10. Attend to critical or strategic duties as required	The institute benefits from the knowledge and skills of senior staff.	Apply expertise to assist the Director and Deputy Directors to institute-wide issues.

### 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 units or departments with a diverse number of teams, activities, funding sources and stakeholders.
- 4) Excellent interpersonal skills including ability to motivate within teams and in externally and negotiate favourable outcomes.
- 5) Strong commitment to delivering a high level of personal and unit performance for the benefit of the institute.

#### Desirable criteria

- 1) Established professional networks within Papua New Guinea.
- 2) International reputation for contributions to a specific discipline or field of health and medical research.