

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnerships, enhances excellence, and provides education and skills that promote sustainability through research with real-world impact and contributes to self-development.

1. POSITION DETAILS

Position	: Research Fellow
Incumbent	:
Grade	: TBC
College	: College of Medicine, Nursing & Health Sciences
Department	: Department of Research Operations
Location	: Hoodless House
Reports to	: Dean through Associate Dean Research

2. PURPOSE

The role – **Research Fellow** will support the NuturingFutures4Fiji research team to evaluate Health Promoting Schools in Fiji. This will entail engagement of multidisciplinary and multisectoral partners from MEHA, MHMS and TGI, primary and secondary school staff, school children, and key stakeholders to evaluate Fiji's HPS.

This program (NuturingFutures4Fiji) is funded through Australian National Health and Medical Research Council (NHMRC) and 2022 Global Alliance for Chronic Diseases (GACD).

NuturingFutures4Fiji project is to support Fiji government to optimise the Health Promoting Schools program in primary and secondary schools. NuturingFutures4Fiji will support MEHA and MHMS to evaluate Health Promoting Schools across all divisions in Fiji. Specifically, the program will support government to evaluate existing Health Promoting Schools on success factors required for sustainable health programs within schools, and develop national implementation plans to expand HPS to all schools. Fiji National University is the country academic institution that will work with the Fiji based staff to strengthen their capacity in conducting evaluations and conduct key aspects of the research activities through support from the TGI technical and operational team.

The NuturingFutures4Fiji is a partnership between Fiji National University, Fiji Ministry of Education, Ministry of Health and Medical Service, and the George Institute for Global Health (Sydney, Australia).

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Associate Dean Research**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

4. KEY ACCOUNTABILITIES

- Provide a consistent level of contribution to the research activities of the program supporting the completion of the evaluation within timelines
- Work closely and under the guidance of the Fiji based Program Coordinator from the Ministry of Education and Australia based project director/coordinator
- Work collaboratively with Fiji based project officers based at MoE, MHMS and FNU
- Development of data management tools to conduct data collection and management of qualitative and quantitative data
- Qualitative data analysis and support statistician with quantitative analysis
- Ethics submission and approvals
- Report writing and presenting regular updates to stakeholders
- Take the lead and assist with report and manuscript preparation
- Maintain existing collaborations and establish others
- Provide support to Fiji based project officers and capacity strengthening
- Support Fiji based program coordinator and Australia team
- Ensure that research being conducted is congruent with world best practice

5. KEY CHALLENGES

- Decision making in an environment of high level of ambiguity and resistance Heads of Colleges/Schools to accept change.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.

6. AUTHORITY LEVEL

Operating Expenditure : N/A.....

Capital Expenditure : N/A.....

Others : N/A.....

7. QUALIFICATION & EXPERIENCE

Essential

- Master's plus a Bachelor's degree in medicine, nursing, public health, nutrition or relevant health field, with 3 years related work experience
- Strong background in implementation science methods, public health, health promotion and prevention, and/or noncommunicable disease,
- Skilled in quantitative/qualitative data collection, interpretation, statistical analysis, and producing high-quality research papers and reports.
- Able to work independently or in teams, manage time effectively, adapt to changing priorities, multitask, and maintain high work quality.
- Proficient in Microsoft Office, experienced with donor/academic environments, demonstrates strong ethics, and is willing to travel as needed.

8. KNOWLEDGE & SKILLS

- Have a background in health promotion and prevention, implementation science methods, practice and/or policy, and/or noncommunicable disease,
- Experience in quantitative and qualitative data collection, analysis, and writing reports/manuscripts
- Work closely and collaboratively with the Ministry of Health and Medical Services and George Institute for Global Health team.
- Responsibilities of the Fiji-based Research Fellow will have a key role in the process and effectiveness evaluation with focus on data management, quantitative and qualitative data collection and analysis, and writing reports. S/he will contribute to the mixed methods analyses, dissemination of findings, and contribute to report writing.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
College/Division head, staff.	On daily basis.

EXTERNAL	Frequency
FNU Stakeholders.	As and when required

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as a result of the evolving needs of the employer, the position holder may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.