

Position Title:	Centre for Pathogen Genomics Community Advisory Board Member		
Reports To:	Direct	Community Advisory Board (CAB)	
	Indirect	The Centre Manager	
Position Type:	Community Partner	Location:	792 Elizabeth Street, Melbourne
Meeting Format	All CAB meetings are conducted online, so we welcome applications from across Australia.		
End of Position Date:	Two years from commencement date, with the option to renew for an additional two years		
Key Relationships:	Internal	CAB Members, the Centre Management Team and the Centre Executive	
	Alliance	The Doherty Institute Community Engagement Program (CEP)	

Position Purpose

The Centre for Pathogen Genomics hereafter referred to as “the Centre” Community Advisory Board (CAB) is a collaborative and consultative forum that was established to connect the Centre with community members impacted by or interested in the work of the Centre. The CAB is an important mechanism for ensuring that Centre activities are informed by, responsive to, and aligned with community needs and priorities, and strengthening meaningful engagement between the Centre and the broader community.

The CAB member will be an integral part of the board and work with their CAB peers to provide advice and guidance on the Centre's research and teaching and training activities.

Time Commitment

CAB members are expected to commit a minimum of three hours per engagement (e.g. attendance at a meeting), in addition to approximately one to three hours per month for related activities such as preparation, training, and out-of-session consultation. Meetings will initially be held bimonthly (every two months) for 90 minutes via zoom.

Key Responsibilities:

- Provide input, feedback and advice on matters related to Centre research and capacity building projects and initiatives
- Collaborate with Centre project teams, staff, and students to support research design, evaluation and community engagement processes that are inclusive, transparent, and responsive to community needs.
- Apply a community-centred lens by drawing on lived experience and local knowledge to ensure research priorities and outcomes reflect the needs, values and perspectives of the communities they represent
- Engage in CAB communications in a timely and constructive manner

- Participate in relevant training and development activities, and seminars to support active and informed contribution in this role
- Identify and communicate any additional support or training needs required to allow successful participation
- Follow the University of Melbourne Policies and Guidelines.

Training

- Attend CAB training sessions organised by the Doherty Institute:
 - **Session 1: 2 hours**
 - Fundamental Principles
 - Practices of consumer engagement
 - Corporate and Clinical Governance
 - **Session 2: 2 hours**
 - Co-design
 - General principle and how to adopt them
- Complete the University of Melbourne Core Compliance Training:
 - Health and Safety – Roles and Responsibilities (1 hour)
 - Managing Information and Cybersecurity (1 hour)
 - Appropriate Workplace Behaviour (1 hour)
 - Respect (1.5 hours)
 - Casual Employees Compliance Training (30 minutes)
- Complete the Doherty Institute induction training