

Advert reference: DMI-CDI-2021-03

Position open to people with disabilities

POST

Post	Head of Respiratory Infections and Immunisation Unit
Job category	Category 1
Benchmark role	Head of Unit
Type of contract	Full-time permanent contract under public law
Reason	Replacement
Remuneration	Secondment to State, Territorial or Hospital civil service possible. Commensurate with experience and level of training, with reference to health agency salary scales, in application of decree no. 2003-224 of 7 March 2003, or according to special status regulations if a civil servant.
Role commences	1 st September 2021
Further information	About the position: Bruno Coignard, Director of the IDD (Infectious Diseases Division) - tel.: +33 1 41 79 69 97 About the recruitment process: Marie-Christine Morel, Recruitment and Mobility Officer at the HR Dept - tel.: +33 1 41 79 68 28

Address	The agency's headquarters are located in Saint-Maurice, South-Eastern Paris (Val de Marne). The agency has regional offices in regional health agencies (ARS). Geographical location of this position: Saint-Maurice site (headquarters) - 12 rue du Val d'Osne in Saint-Maurice, South-Eastern Paris (Val de Marne)
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INTRODUCTION TO THE AGENCY

Santé publique France (SpF) is France's national public health agency. It is a State public institution under the supervision of the Minister of Health, created by Decree No. 2016-246 of 15 April 2016, and works to improve public health. As a scientific agency with expertise in healthcare, it is responsible for:

1. Epidemiological observation and monitoring of populations' health status;
2. Early warning on health risks threatening populations;
3. Promoting health and reducing health risks;
4. Developing prevention and health education;
5. Preparing for and responding to health threats, alerts and crises;
6. Issuing health warnings and alerts.

Santé publique France is headed by a Director General, assisted by a Deputy Director General, a Scientific Director and a Cabinet Director. The Agency is structured around four boards (Board of Directors, Scientific Board, Ethics and Professional Conduct Committee and Sand the Dialogue with the Society Committee), scientific and cross-cutting divisions, and divisions providing operational support to activities. The Agency has regional offices (Regional Units) in regional health agencies (ARS). Its works programme is established by its Board of Directors, and is structured around 6 major issues: anticipation, preparedness and response to public health threats, including epidemics; digital technologies supporting public health; environmental health, climate change, working environments; burden of disease and its determinants, effectiveness of interventions and return on investment in prevention; prevention strategy, social marketing and an approach based on population sectors; social inequalities and regional vulnerabilities.

ASSIGNMENT

Division	Infectious Diseases Division (DMI)
Unit	Respiratory Infections and Immunisation (REV) unit

SpF's Infectious Diseases Division (DMI) coordinates national surveillance, early warning and alerts regarding infectious diseases. It carries out or participates in descriptive or analytical epidemiological studies, risk analysis activities and modelling of the transmission dynamics of infectious diseases. The Division is currently composed of about 80 staff and is structured into four units: Zoonotic, Vector-borne and Food/Water-borne Infections (EAZ); Healthcare-Associated

Infections and Antimicrobial Resistance (NOA); HIV, Hepatitis B&C and STIs (VHIT); Respiratory Infections and Immunisation (REV). Their activities are closely linked to those of the agency's other divisions, including the Support, Data Processing and Analysis Division (DATA), the Regions Division (DIRE), the Alert and Crisis Division (DAC) and the Prevention and Health Promotion Division (DPPS).

The REV Unit is currently composed of 21 people, including 18 epidemiologists. It conducts surveillance, alert and investigation activities, in collaboration with the Regional SpF Offices, for respiratory infections (in particular TB, RSV, legionella) and vaccine-preventable diseases. It is responsible for assessing the epidemiological impact of immunisation programmes, and contributes to the assessment of vaccine effectiveness, of vaccine coverage and of the immune status of the population with regard to vaccine-preventable diseases. It contributes to the work of the Technical Commission on Immunisation (CTV). The unit also deals with issues that are unrelated to immunisation, or only partially related, in particular in the field of severe bacterial or maternal-foetal infections. The REV unit is also in charge of surveillance and expertise in the event of the emergence of respiratory viruses. It is thus very strongly involved with the response to the COVID-19 pandemic, with all other units of the DMI and all the divisions of SpF within a cross-cutting programme.

JOB DESCRIPTION

In the interests of ease of legibility, we follow the principle whereby the use of the masculine gender implies no gender-specific meaning.

Responsibilities

Under the authority of the Director of the DMI, the Head of Unit defines the REV Unit's programme of work and main strategic focuses in the short and medium term, manages his team, and coordinates and supervises its activities (monitoring, investigations, studies and production of expert reports).

More specifically, the Head of Unit:

- Develops, schedules and implements/monitors the unit's annual programme of work;
- Ensures that the unit's projects and programmes meet deadlines;
- Heads up the unit and provides scientific and administrative coordination for it;
- Manages the unit;
- Ensures the quality of its scientific work and publications;
- Interfaces with the other DMI units, the agency's other divisions and external partners within the scope of his unit;
- Is involved in defining and scheduling the Division's activities;
- Represents the DMI and the Agency in dealings with authorities, expert groups and partners, or to the press within the scope of his unit.

Activity

1 - Technical:

- Supervises the execution of work that is carried out within the unit or delegated to partners;
- Provides scientific support in the development, running and use of the unit's work (drafting of reports and articles, scientific intelligence, monitoring and validation of scientific publications, encouraging active participation in scientific conferences, etc.);
- Responds in timely fashion to referrals from supervisory authorities;
- Ensures a consistent response to alerts within the scope of his unit;
- Develops and maintains partnership with regulatory authorities, other agencies and partners, in particular the General Directorate for Health (DGS), the French Medicine Agency (ANSM), The French Immunization Technical Advisory Group (HAS), National Reference Laboratories (CNR), research teams and the High Council for Public Health (HCSP);
- Participates in expert committees (national: e.g. CTV; European: including within the ECDC; and international);
- Participates in the general missions of SpFrance, the DMI and the unit;
- Participates in SpFrance's on-call duties and, where necessary, contributes to any work that falls within the agency's remit in a crisis situation within the limits of its competences.

2 - Management:

- Participates in setting strategy for the division and the agency;
- Develops and implements the unit's annual programme of work in conjunction with the Division management team, and oversees its monitoring;
- Contributes to the development and implementation of the agency's Immunisation programme;
- Delegates projects to the unit's staff and supports their ongoing skills development;

- Manages the scientific execution of the work, with the support of the project leaders and programme coordinators;
- Assesses the professional work of the members of the unit, including via annual appraisals, and develops training programmes for them;
- Facilitates meetings and defines all appropriate communication methods within the unit;
- Provides feedback to staff with regard to their activities and work; obtains value from their skills and work;
- Supervises trainees within the unit;

3 - Organisational structure:

- Is involved in defining and planning the Division's activities;
- Structures work within the unit, including permanent response capabilities;
- Ensures that deadlines are met;
- Participates in the recruitment process for the unit's or division's staff;

4 - Regulation/facilitation/support:

- Supervises the unit's production, monitors the progress of its work and approves its output;
- Reports to the Director of the DMI at regular meetings, alerting him to any difficulties.

5 - Point of contact/interface:

- Acts as an interface between the various divisions of the unit, with the other units of the DMI and the other divisions of the agency;
- Ensures that the work carried out in the unit is properly coordinated with the work carried out within the SpFrance regional units;
- Develops and maintains links with the network of external partners and stakeholders, including research institutes and teams, local authorities, European (ECDC) and international partners;
- Identifies and passes on relevant information within the unit and the division;
- Represents DMI management in external meetings within its area of competence.

These activities may involve travel in France and abroad.

CANDIDATE PROFILE

Level	Doctorate or 5 years of higher education + minimum 10 years of experience in public health and epidemiology.
Qualifications	Doctorate in medicine, pharmacy or veterinary sciences. Training in Epidemiology and/or Public Health at Master 2 level (or equivalent) with at least 10 years of professional experience, or PhD in Epidemiology/Public Health with at least 5 years of professional experience.
Experience	Experience in the field of vaccine-preventable diseases and vaccinology. Previous management experience in a similar role.
Hard and Soft Skills	<p>This position requires:</p> <p><u>Technical:</u></p> <ul style="list-style-type: none"> - Knowledge of the epidemiology of respiratory infections and vaccine-preventable diseases; - Knowledge of the European and international public health systems; - Basic knowledge of how a national public health agency operates; - Ability to facilitate workshops, working groups, scientific meetings; - Ability to design, develop, coordinate and assess a surveillance system; - Ability to design a protocol and conduct an epidemiological study; - Writing skills, experience of scientific publications; - Ability to approve the quality of a scientific document; - Scientific rigour; - Communication skills; - Fluency in written and spoken English and French required; - Familiarity with the main statistical analysis applications (Stata, R, etc.); - Strong familiarity with office tools (Word, Excel, Outlook, PowerPoint).

Managerial:

- Leadership capacity in his field of competence;
- Excellent interpersonal and negotiation skills;
- Organisational skills in structuring activities to meet set objectives;
- Ability to unite teams and partners around common objectives;
- Ability to convey and explain an institutional message;
- Ability to anticipate, take initiative and make decisions;
- Ability to prioritise, manage emergencies and stress;
- Ability to promote collaborative working within the unit, the DMI and the agency;
- Dynamism and availability.

HOW TO APPLY

Applications (covering letter + CV) should be sent by e-mail, quoting the advertisement reference:
recrut@santepubliquefrance.fr