

Looking for a Senior Project Officer

We may be a small team but we punch above our weight. We are in the serious business of transforming the health system so that it better serves the people it was built for.

We're an innovative not for profit that uses skills-based training, targeted project work, and social media to deliver out-of-the-box solutions. Our goal is to create a better healthcare system that serves people, not institutions. We do this by listening; through mediating crowd conversations, extracting insights from the white noise, and using human centred design to create people-centred solutions.

We are looking for someone to join our growing Projects team. Of course we're interested in your expertise (we expect you to be awesome at project planning, stakeholder management, generating insights through thematic analysis, and report writing) but we're more interested in your self-critical awareness, empathy, enthusiasm and ability to make us slap our foreheads and say "Now why didn't I think of that?".

Respectful, transparent, communicative, collaborative, accountable are not aspirational, just business as usual. So what distinguishes us as a team?



Fearless Flying

We don't micromanage – we assume you know what you're doing and that if you don't you'll work it out.



I've Got Your Back

We set you up to over-achieve and help you up when you stumble



No Surprises

Failure isn't an option. It's a necessity. Just learn from it don't cover it up.



"BOOM"

If it's not fixed – we will break it. And build something that does work.

We know we're not the right option for everyone but we're only looking for the exceptional.

So, if you believe you have an X-factor, send your CV, and a cover letter addressing the selection criteria (within two pages) to:

careers@hic.org.au; Attention Kathleen Mitakakis. Applications close **4 August 2020, 11.59pm.**

Health Issues Centre actively promotes diversity, inclusion and is an equal opportunity workplace. We welcome applicants from all diverse backgrounds, including Aboriginal and Torres Strait Islander people and people with disabilities. Flexible work options and salary packaging benefits are available when you join this amazing not-for-profit organisation.

For more specifics, please see the attached Position Description.



Job title Senior Project Officer (SPO)
Work Type Negotiable (4 days/week); 12 Month Fixed Term (with the possibility of extension)

Job Overview

The SPO will use their creative, strategic and analytical skills to lead successful end-to-end projects including planning, delivering project milestones and fostering trust-based client relationships. The SPO will use HIC's Social Listening approach to deliver solutions that benefit consumers.

The reality of Covid-19 means that we are currently working from home; this means we are looking for a person who is self-motivated, able to communicate effectively and can work remotely. The SPO will be supplied with a laptop and remote access.

Responsibilities and Duties

- Develop plans including project scope, deliverables and risk mitigation strategies.
- Implement projects that are delivered on time, in scope and within budget
- Manage and foster strategic stakeholder relationships
- Conduct Social Listening consultations using a variety of engagement tools
- Undertake thematic analysis of qualitative data
- Write high quality project reports, submissions, grants and tender applications as required
- Manage multiple activities in a fast-paced environment and prioritise tasks as required

Qualifications and Experience

- Relevant graduate qualification and 3+ years' experience in health or community development /research or lesser formal qualifications with substantial relevant experience and skills in a similar role
- Experience in project management
- A working knowledge of qualitative research methods
- Some experience with human centred design
- Desirable:
 - Postgraduate qualification in Public Health or relevant field
 - Experience of health consultancy

Key selection criteria

Essential

- Demonstrated analytical and critical thinking skills
- Demonstrated high level stakeholder management skills
- Ability to undertake thematic analysis of qualitative data
- Highly developed written communication and presentation skills, and experience writing for various audiences including project materials (for consumers and organisations), reports and more
- Demonstrated ability to work autonomously and be flexible and adaptable within a fast-paced environment
- High proficiency in MS Office Suite, including Outlook, Word and Excel, and comfortable learning new technologies (i.e. NVivo, social media, Survey Monkey, Zoom)
- Demonstrated ability to work from home until advised otherwise due to Covid-19 restrictions. And post Covid-19 restrictions, occasional travel may be required with a valid driver's license desirable.