



## **NOSSAL INSTITUTE LIMITED**

### **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Custom Education Officer or Custom Education Coordinator (depending on experience)
<b>REPORTING TO:</b>	Unit Head – Education & Learning
<b>CLASSIFICATION:</b>	Category 4 or Category 3 (depending on experience)
<b>EMPLOYMENT TYPE:</b>	Part-time at 0.8 FTE, Fixed Term for 12 months
<b>NUMBER OF REPORTS:</b>	0

#### **The Organisation:**

Nossal Institute for Global Health at the University of Melbourne delivers practical solutions to pressing global concerns. We are at the forefront of strengthening health systems in Asia and the Pacific. We work to ensure all can access health services. We promote well-being and strive for all people to reach their full potential.

Health and well-being underpin the productivity, security and resilience of nations, communities and families. Our big picture perspective helps us understand, and respond to, complexity and change. We combine real-world experience with the scientific rigor of one of the world's most prestigious universities. Our work benefits from the flexibility and responsiveness of the Institute's not-for-profit consulting arm.

#### **Position Purpose:**

1. To contribute to the ongoing development of Nossal Institute's capacities in custom education
2. To work with technical experts across the Institute, taking a lead role or support role in curriculum development and learning design for custom education products
3. To support the efficient delivery of all Nossal custom education products through logistical and administration support related to education products delivered via online platforms
4. To support the growth in capacity of the Education Program in relation to blended learning and engage in business development activities related to custom education opportunities
5. To undertake other allocated roles related to the production of online learning content within the Nossal Education & Learning Program

#### **Key Responsibilities:**

- Establish and maintain a database with details of Nossal Institute education materials created for short courses and custom education contracts
- Contribute to the development of custom education capacity statements and marketing materials for the Nossal Institute in relation to custom education products
- Develop online and blended curriculums for custom education products in collaboration with the Nossal's technical units
- Develop and apply appropriate learning design for custom education products across a range of online platforms
- Advise technical units on the creation of learning materials appropriate for different online

platforms

- Prepare, review and report on Expressions of Interests/Grant proposals/Tenders for custom education products in collaboration with the technical and programs units
- Contribute to continuous improvement of management processes across the Education and Learning Program, and oversee work performed by external contractors on custom education products to ensure compliance with Nossal standards
- Develop online learning materials for UoM subjects and custom education products as requested

### **Selection Criteria:**

#### **Essential:**

- Experience in creating and implementing learning design for custom education products using online learning platforms
- Experience in the development of tertiary education curriculum and/or experience in curriculum development for custom education courses in the areas of global health, public health or international development
- Well-developed administrative and management skills with an ability to multi-task, effectively prioritise workflow
- Strong interpersonal skills with an ability to work effectively in a team environment and with people from culturally diverse backgrounds
- Strong analytical and problem-solving skills, and the ability to effectively resolve conflict
- Self-starter with the ability to think independently and work with relative autonomy
- Strong written and verbal skills with a focus on attention to detail
- Ability to work flexible hours during development and delivery of intensive custom education courses

#### **Desirable:**

- Experience preparing custom education proposals/bids for external funders
- Recognised training and qualifications in learning design and/or curriculum development
- Experience or tertiary education qualifications in the fields of public and global health, or global development
- Experience of lecturing or tutoring in online education
- Experience working in the university and/or not for profit environment
- Experience using the Canvas online education system
- Experience in developing and/or delivering custom education products for learners from ESL backgrounds or for participants based outside of Australia
- Literacy in html for web design

## **Environment, Occupational Health and Safety**

The incumbent will:

- Follow safe work procedures and instructions
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported
- Participate in meetings, training and other health and safety activities
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Take appropriate actions to reduce use of energy, water and supplies that adversely affect the environment (including the Nossal “carbon footprint”)

## **Diversity and Inclusivity Statement**

Nossal Institute Limited is committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds.

We adopt our diversity and inclusivity policies from the University of Melbourne, which can be viewed at <https://staff.unimelb.edu.au/diversity-inclusion>