



## **NOSSAL INSTITUTE LIMITED**

### **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Program Officer
<b>REPORTING TO:</b>	Manager – Programs
<b>CLASSIFICATION:</b>	Category 5
<b>EMPLOYMENT TYPE:</b>	Full-time or 0.8 FTE, Fixed term appointment
<b>NUMBER OF REPORTS:</b>	0

#### **THE ORGANISATION**

The Nossal Institute for Global Health is multi-disciplinary team in the [Melbourne School of Population and Global Health](#) at the University of Melbourne. We work to strengthen the quality, affordability and inclusiveness of health systems in the Asia Pacific region through practical research, learning and cooperation. Visit our website to learn how the Nossal Institute is building a better future for all through stronger health systems: [ni.unimelb.edu.au](http://ni.unimelb.edu.au)

Nossal Institute Limited, a wholly owned subsidiary company of the University of Melbourne, is the operating arm of the Nossal Institute for Global Health.

As part of the Business Services Unit, the Programs team key function is to support the Institute's technical units: Health Systems Governance & Financing; Disability Inclusion for Health Development; Maternal, Sexual and Reproductive Health; Non-Communicable Disease; One Health; Education & Learning.

#### **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://about.unimelb.edu.au/careers/diversity-and-inclusion>

#### **POSITION SUMMARY**

The Program Officer will work as part of the Programs team to deliver high-quality project development and management activities and generalised program support tasks across the Nossal Institute's portfolio of research and development assistance activities. This contributes to increasing the level and diversity of external funding for the Institute aligned to the strategic annual unit plans.

To be successful in this role you will be passionate about supporting applied research and consultancy activities through excellence in project coordination, with a proven record of thriving in a fast-paced and innovative environment. Your strong customer centric focus will ensure you build strong working relationships.

The position will work closely with the Manager – Programs and the other team members, as well as technical staff across the organisation.

## **POSITION PURPOSE**

The core purpose of the Program Officer is to:

- Provide high quality program management for allocated development assistance, education and research projects across their lifecycle. This includes: coordinating bid and tender processes, support identification and securing of new program development activities, implementation support including technical reporting
- Establish, facilitate and strengthen relationship building with partner organisations
- Contribute and engage in continuous improvement of program development and management systems and processes at the Nossal Institute

## **KEY RESPONSIBILITIES**

- Provide proactive high-quality project management for allocated development assistance, education and research projects across the complete lifecycle in line with Nossal Institute procedures and policies. Where the full lifecycle includes: coordinating competitive funding and consultancy submissions; contract negotiations; compliance; support for implementation activities; narrative reporting; plus supporting engagement and communications towards impact
- Establish and maintain effective relationships with internal and external stakeholders in a professional manner within a culture and linguistically diverse environment
- Manage the performance of partners and consultants through monitoring quality and timeliness of outputs
- Undertake work planning in consultation with team members, partners and stakeholders
- Manage program issues and risks and find solutions in consultation with Manager – Programs
- Contribute to continuous improvement of program development and management processes across Nossal institute activities
- Established in maintaining accurate and up to date records to enable accurate reporting and analysis of the Nossal Institute's performance
- Work closely with Communications Coordinator and Finance team to ensure seamless support for projects
- Any other duties as requested

## **SELECTION CRITERIA**

### **Essential:**

- Tertiary qualifications in project management, public health, social science or a relevant area and/or relevant work experience
- Experience in project management, including budgeting, financial reporting plus reviewing technical reports, and maintaining stakeholder relationships
- Excellent written and verbal communication skills, including the ability to communicate effectively with stakeholders, internal and external
- Demonstrated ability to work collaborative within a team and across units
- Experience and competence in relevant contractual management and compliance issues for NGOs, donors and partner institutions
- High degree of administrative and organisational management, including planning and time management
- Ability to work use sound judgement and decision making skills to work autonomously with a degree of initiative and self-management and escalate where appropriate
- Experience working in a multilingual and culturally diverse environment
- High level of computer literacy and competence across MS Office suite and other programs

**Desirable:**

- Experience in management of overseas development projects funded by international donors, including understanding of international development principles and donor contractual and reporting requirements
- Demonstrated understanding of and commitment to the principles of global health and development

**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 willful interference or misuse
- Take appropriate actions to reduce use of energy, water and supplies that adversely affect the environment (including the Nossal “carbon footprint”)