



Nossal Institute for
Global Health

POSITION DESCRIPTION

POSITION TITLE	Senior Coordinator - Projects
REPORTING TO	Lead - Programs
SALARY RANGE	\$72,871 - \$98,591 + 12.5% superannuation
EMPLOYMENT TYPE	Full-time, Ongoing
NUMBER OF REPORTS	0

THE ORGANISATION.

Nossal Institute Limited, a wholly owned subsidiary company of the University of Melbourne, is the operating arm of the Nossal Institute for Global Health. We are multi-disciplinary team within the [Melbourne School of Population and Global Health](#) at the University of Melbourne.

We work to improve the health and futures of communities worldwide through global health research, education, and inclusive developments. Our multi-disciplinary team of experts explore, connect and assess decisions, policies, and strategies made in different settings for their impact on the health and wellness of people. We aim to support the strengthening of health systems towards achieving health equity, inclusion, sustainability, people-centeredness, resilience, and security. Visit our website to learn how the Nossal Institute is building a better future for all through stronger health systems: ni.unimelb.edu.au

As part of the Business Services Unit, the Programs team main function is to provide key function support the Institute's technical units to deliver specialist technical services on behalf of bilateral and multi-lateral donors and foundations.

POSITION SUMMARY

The Senior Coordinator - Projects is a member of the Programs team. This team is responsible for the managing bid mechanics and contract management. This includes supporting the development of funding submissions (EOI's, concept notes, proposals) and the management of contracts awarded to the Institute. In addition to these tasks, the Senior Coordinator - Projects contributes to the strategic direction of the Institute by supporting the Institute's technical Units to expand existing and develop new funding relationships and strategic partnerships; as well as leading development and coordination of new systems and processes to improve efficiency of support to technical areas and governance of the Institute. through the development of new partnerships. This role also mentors other staff in the programs team in way of working; as well as other Institute staff from time to time.

CORE RESPONSIBILITIES

- Support Units to facilitate the expansion of existing external relationships with the Institute's key donors, partner organizations and institutes
- Coordinate development of funding submissions (Concept Notes, EOIs, and Proposals), providing strategic input, narrative support, and quality assurance to align with donor priorities and strengthen competitiveness.
- Develop relationships, as required, with relevant University stakeholders to promote the work of the Institute and also potential collaboration opportunities
- Develop and continuously improve procedures, systems, policy and strategies for best practice project and relationship management and performance analysis at the Institute
- Identify new opportunities to support Units to achieve their annual Delivery Plan targets and the Institute's strategy via agreed online portals
- Collaborate with internal units to promote success stories, knowledge, and impact across digital platforms, including the website, social media, and broader dissemination channels
- Maintain and improve project administration including consistency in documentation management and communication
- Negotiate on behalf of the Nossal Institute for funding contracts
- Analyse information, investigate options, devise solutions and provide advice on a range of administration matters for standard and major projects
- Manage project risk, including the identification, analysis and mitigation of risks to contract implementation across the Institute's contract portfolio for standard and major projects
- Monitor and evaluate projects, partners and consultants for high-quality and timely outputs and opportunities for enhanced impact, capacity building needs or future opportunities
- Provide expert guidance on project management to Nossal colleagues from standard to complex projects
- Support the development of capacity and capability in Programs and the wider Nossal team in using project management tools
- Support Coordinator – Project roles to assure quality of funding submissions to donors and foundations through effectively planning and delivering, individual and team performance to achieve business outcomes and targets
- Undertake other responsibilities consistent with the role as required and as directed

Responsibility and Compliance

- Maintain a sound knowledge of Nossal Institute's Policy and Procedures, and reliably follow these or provide compliant advice to others;
- Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.

- Reliably follow communications protocols and/or policies as appropriate.
- Ability to work flexibly as out-of-hours work periodically required.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined below.
- Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
 - Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

KEY SKILLS REQUIRED

- Demonstrated experience in management of overseas development projects funded by international donors, across their full life cycle from business development, proposals to contract negotiation, implementation, reporting and engagement for enhanced impact
- Demonstrated experience in managing project management, specifically contract administration and file management including documentation control.
- Demonstrated experience in leading and managing small teams; and managing and mentoring staff, including the ability to prioritise workloads, work well under pressure, and organize own work and others to meet multiple competing deadlines.
- Demonstrated high-level conceptual, analytical and problem-solving skills with capabilities to work autonomously by using initiative, sound judgement, problem-solving and decision-making skills and escalate where appropriate.
- Demonstrated interpersonal and verbal communication skills with the demonstrated ability to liaise, communicate, consult, negotiate, influence and problem solve effectively with a diverse range of stakeholders
- Demonstrated ability to be adaptive, flexible, and accepting of new ideas, and a willingness to approach new challenges and adjust plans to meet new priorities.
- Demonstrated computer skills, including proficiency in the use of standard application software such as the Microsoft Office suite as well as online collaboration
- Demonstrated understanding of and commitment to the principles of global health and development assistance

DESIRABLE

- Demonstrated experience in capacity development and training activities with internal or external stakeholders
- Demonstrated experience working in the university and/or not-for-profit environment
- Demonstrated experience using digital enabling tools, such as Asana and other platforms

SPECIAL REQUIREMENTS OF THE ROLE

The position requires the incumbent to hold a current and valid Working with Children Check.

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