NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE: Team Leader - Projects & Collaboration
REPORTING TO: Manager - Programs
CLASSIFICATION: Category 4
EMPLOYMENT TYPE: Full-time, 24 months
NUMBER OF REPORTS: 2
START DATE: September 2021

THE ORGANISATION

As a company wholly-owned by the University of Melbourne, the Nossal Institute Limited is hosted through The Nossal Institute for Global Health in the School of Population and Global Health, Faculty of Medicine, Dentistry and Health Sciences 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

As part of the Business Services Unit, the Programs team key function is to support the Institute’s technical units with program and project management assistance across the Institute’s portfolio of research activities.

POSITION SUMMARY

As part of the Business Services Unit, the Team Leader - Projects & Collaboration will be responsible for leading the daily operations of this team to deliver excellent program management and business development of research, development assistance and education activities at the Nossal Institute. This position work collaboratively to support the team and will delegate tasks in order to deliver as well as independently managing multiple projects at once. The Team Leader will also provide high level support to Manager - Programs with day-to-day business.

The Team Leader proactively contributes to the Institute achieving its strategic direction through high-level coordination and collaborative support to allocated technical units, their staff and projects. The role independently coordinates major projects that are complex with multiple stakeholders and/or several countries multiple stakeholder across all unit portfolios. Working closely with the Manager - Programs, the position will provide support and supervision to Program Officers within the team, indirect support to the Coordinator- ReLAB-HS and offer capacity building to staff across the Institute.

POSITION PURPOSE

The core purpose of the role is to:

- Provide active and effective leadership, support and supervision for the Programs team, managing resources to achieve targeted objectives for the institute
- Ensure critical deadlines and desired outcomes are met within set timeframes aligned to contractual responsibilities for Nossal
- Deliver excellent quality project and program management for allocated research, development assistance and education projects across their life cycle, such as:
o coordinating bid and tender processes;
o identification and securing of new program development activities;
o implementation support across engagement, communications, and technical reporting

• Lead strategic coordination and submission of excellent quality complex bid and tender proposals for specific units and across the disciplines of the Institute
• Analyse information, investigate options, devise solutions and provide advice on a range of complex administration
• Actively contribute toward the development of procedures, systems, policy and strategies for best practice project and relationship management and performance analysis at Nossal
• Develop, design and deliver capacity uplift in program management for Institute staff as well as partner and donors

KEY RESPONSIBILITIES:

• Ability to plan, prioritise and influence individual and team performance to achieve business outcomes and targets
• Manage and supervise Programs team members to assure quality of funding submissions to donors and foundations
• Deliver excellent quality project management for specified research, development assistance and education activities across the project full life cycle to achieve desired outcomes within set critical deadlines for major projects and team portfolio
• Lead support and coordination for preparation of competitive bid proposals from inception through to submission for expressions of interest, request for proposals and tenders
• Lead efficient project management for desire outcomes within critical deadlines. From negotiation of contractual arrangements to timely activity delivery, pathways for impact and adherence to contractual responsibilities
• Effectively establish and advance relationships with internal and external stakeholders in a professional manner within a culture and linguistically diverse environment
• Identify, manage and resolve project management issues and risks for individual projects and portfolio by using sound judgement and initiative. Escalating as appropriate to: Manager - Programs; Business Service Unit team colleagues; and/or technical staff
• Proactively monitor and evaluate projects, partners and consultants for highly quality and timely outputs and opportunities for enhanced impact, capacity building needs or future opportunities
• Coordinate continuous improvement processes for program management across Nossal institute in close collaboration with Manager - Programs and colleagues
• Development and maintain accurate organisational information on systems for project status as well as organisational, project, donor and staff profiles
• Provide technical advice in areas of expertise including project design and strategy development; program implementation; monitoring and evaluation; capacity building for partners in program and financial management
• Contribute to advancing new and existing strategic partnerships for the Institute’s development assistance, education and research activities
• Work collaboratively with colleagues in Business Services and technical units
• Undertake other responsibilities consistent with the role as required

SELECTION CRITERIA

Essential:
• Relevant graduate and/or postgraduate degree
• Demonstrated skills in leading and managing small teams; and managing and mentoring staff
• Demonstrated experience in management of overseas development projects funded by international donors, including understanding of international development principles and donor
contractual and reporting requirements

- Demonstrated experience in project planning and design; proposal preparation, contractual negotiations, implementation, budgeting and financial management
- 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
- Proven ability to work in a dynamic environment with flexibility and energy using excellent administrative, organisational and time management skills in undertaking multiple tasks with competing deadlines
- Demonstrated strong interpersonal and communication skills; and the ability to communicate effectively with multiple stakeholders
- Demonstrated ability to work in teams and across teams in other organisations, both individually and within a small team as well as influence for process improvements
- Demonstrated ability to apply and use current online collaboration software
- Experience in capacity development and training activities with internal or external stakeholders
- Demonstrated understanding of and commitment to the principles of global health and development assistance

Desirable:

- Experience working in the university and/or not for profit environment
- Tertiary qualifications in public health, social science or a relevant specialist area

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 and can be viewed at https://about.unimelb.edu.au/careers/diversity-and-inclusion