POSITION DESCRIPTION

POSITION TITLE: Network Coordinator, Australian Network of WHO Collaborating Centres

REPORTING TO: Executive Director, Global Health Alliance Australia

CLASSIFICATION: Category 4

EMPLOYMENT TYPE: 0.4 EFT or 0.6 EFT / 2 years fixed term appointment

EMPLOYER: Nossal Institute Limited

NUMBER OF REPORTS: Nil

About WHO Collaborating Centres

The World Health Organisation’s (WHO) strategic priorities and technical workplans guide WHO activities and programs across the world. WHO Collaborating Centres (WHOCCs) are institutions such as parts of research institutes, universities or government-associated agencies, which are designated by the Director-General to carry out activities in support of these efforts. The WHO relies on the expertise and advice of WHO Collaborating Centres (WHOCC) to deliver on the priorities and execute its workplans. Currently there are around 800 WHOCCs in over 80 member countries, that support the WHO’s implementation agenda across a wide range of activities in partnership with the WHO. According to the WHO, “[Collaborating Centres] represent a valuable resource as an extended and integral arm of WHO’s capacity to implement its mandated work.”

As of February 2020, there are 50 WHOCCs in Australia, the fifth largest number of WHOCCs in any member state and the highest number per capita in the world. These WHOCCs generate widespread and positive impacts for health systems and outcomes. As a recognition of long-term collaboration and mutual benefit, the WHOCC designation highlights the significant contributions made by the WHOCCs to public health both internationally and domestically.

Nonetheless, there is an important gap in the understanding, communication and collaboration between the Australian WHOCCs that can be addressed. In addition, as repositories of global health expertise, there is a need to heighten the visibility of the WHOCCs to domestic audiences and agencies.

The Network

The Australian Network of WHO Collaborating Centres Network has been established following an extensive scoping phase, undertaken by the Victorian Department of Health and Human Services, in consultation with the Global Health Network Australia, DFAT and the Federal Department of Health.

Responding to the opportunity to use the WHOCC resource more strategically, the Victorian Department of Health and Human Services (DHHS) has funded the Global Health Network Australia to establish a Network over four years to support and promote the WHOCCs based in Australia. Through a national Network, the WHOCCs will be able to exchange information, foster good practices, and develop technical cooperation amongst each other, and with the state and Commonwealth governments and other relevant stakeholders. In addition, the Network will help facilitate greater understanding and use of expertise, in-country experience and global networks by governments and other entities.
1. Position Summary

This is an exciting opportunity for a high performing self-starter to drive the formation of an effective and sustainable Australian Network of WHO Collaborating Centres – an initiative supported financially by the Victorian Government. The successful candidate will have the chance to make the most of their skills in project management, communications, stakeholder management and problem-solving to further develop and promote a dynamic Network.

Supported by the Global Health Network Australia and the Nossal Institute Limited, the Network Coordinator will take a start-up approach to grow the Network from its initial developmental phase to an organisation with profile and influence across the sector.

This is a part-time fixed-term appointment for an initial period of two years, with the potential for further extensions. Salary will be negotiated based on experience, seniority and availability including 9.5% superannuation and salary sacrificing.

2. Key Responsibilities

2.1 Project manage the workplan and needs of the Network and its members

- Network with all relevant stakeholders to establish priority areas of activity and to promote the Network
- Provide support on key strategic issues important to the establishment of the Network
- Implement communications related activities that optimises the capacity of digital media
- Provide input to drafting business cases and funding proposals as identified by the Governance and Steering Committees
- Monitor developments in the operational environment of global health and international development

2.2 Provide support to the Network’s Governance Structures

- Provide secretariat support to the Governance Committee and Steering Committee
- Follow-up actions from decisions of the Foundation Committee and Steering Committee, and take steps to implement and report back

2.3 Operational Management

- Develop and implement annual workplans, in close consultation with the Governance and Steering Committees
- Establish communication processes with and between members of the Network
- As delegated by the Committee, undertake risk Management activities, including assessment, monitoring and reporting on financial and operational risks
3. Selection Criteria

Essential:

- Experience working with or within the World Health Organisation
- Post-graduate qualifications in public health, social science or a relevant area
- At least 5 years demonstrated experience in project and contract management
- Demonstrated contract management and contract literacy skills, including ensuring milestone deliverables are fulfilled; contract risks are highlighted; and contract payments and invoices are managed
- Demonstrated relationship management skills
- Excellent interpersonal skills and the ability to successfully communicate, negotiate with multiple stakeholders
- Excellent written communication skills
- Demonstrated ability to exercise initiative, sound judgment and problem-solving skills
- Demonstrated ability to work autonomously with a high degree of initiative and self-management
- Strong administrative and organisational skills, including setting annual schedules and managing contract deliverables,
- High-level computer literacy (MS Word and Excel)

Desirable:

- Experience working with or within a WHO Collaborating Centre