



NOSSAL INSTITUTE LIMITED POSITION DESCRIPTION

POSITION TITLE:	Coordinator - Projects
REPORTING TO:	Senior Coordinator - Projects
CLASSIFICATION:	Category 5 - \$59,200 - \$72,200 + 10% super
EMPLOYMENT TYPE:	0.8 – 1.0FTE, initial 12-month contract
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 a 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.

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

Position summary

The Coordinator - Projects 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's current strategy and aligned to the technical Units' Delivery 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 report to the Senior Coordinator – Projects and work closely with Programs team members, technical units and BSU colleagues across the organisation.

Core responsibilities

- Provide high-quality project management for allocated development assistance, education and research projects across the complete lifecycle in line with Nossal Institute procedures and policies.
- Coordinate preparation of funding submissions (Concept Notes, Expressions of Interest and Proposals) to funding agencies including bilateral and multi-lateral donors; and foundations
- Coordinate compliance components of funding submissions
- Coordinate contract negotiations for preferred tenderer status funding submissions
- Coordinate support for implementation of contract activities, including support to narrative reporting for contract milestones
- Coordinate input for Institute's communication activities
- 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 project issues and risks and find solutions in consultation with Manager – Programs
- Contribute to continuous improvement of project development and management processes across Nossal institute activities
- Establish and maintain up to date records to enable accurate reporting and analysis of the Nossal Institute's performance
- Work closely with colleagues in Business Services Unit to ensure seamless support for projects
- Any other duties as required to fulfil support to the Institute.

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, reviewing technical reports, and maintaining stakeholder relationships
- Excellent written and verbal communication skills, including the ability to communicate effectively with internal and external stakeholders
- Demonstrated ability to work collaborative within a team and across multiple working groups
- Experience and competence in 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 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”)

Diversity and inclusivity statement

- Nossal Institute Limited adopts the University of Melbourne’s Diversity and Inclusion Policy, and is committed to fostering an inclusive environment where diversity is celebrated. For more information please visit: <https://about.unimelb.edu.au/careers/diversity-and-inclusion>