



NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE	Program Officer
REPORTING TO	Unit Head – Education and Learning
CLASSIFICATION	Category 5
SALARY RANGE	\$54,882 - \$72,251 + 10% superannuation
EMPLOYMENT TYPE	Part time (0.8 FTE) fixed term, 12 months
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 centredness, 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

We advise on health system design, policy and implementation. We educate the next generation of health professionals and train and support development workers and decision makers. We draw on global expertise in governance and financing, maternal and reproductive health, child health, disability, and the challenges of aging populations. We play a crucial role regionally in capacity building, training and education through our International Educational and Learning Program

POSITION SUMMARY

Working within a small team, the Program Officer will be responsible for supporting the successful delivery of current and new activities within the Nossal Education and Learning Program (E & L Program). The role encompasses a range of tasks, including delivery of all Nossal Institute subjects offered within the Master of Public Health (MPH) and other University of Melbourne degrees, which involves learning design for blended and face to face subjects, building subjects on the CANVAS platform, and administering subjects.

The role will also involve supporting the development and delivery of custom education training and short

courses. The Program Officer will also support the growth of the Education and Learning Program and the position involves working closely with: the Unit Head of Education and Learning; other Program Officers; the Custom Education Officer; the Program Coordinator; Nossal subject coordinators; other staff within the Melbourne School of Population and Global Health; the Nossal Programs Team; and technical staff across the organisation.

POSITION PURPOSE

- Provide effective and efficient development and delivery of all Nossal award and non-award subjects and custom education courses through high quality subject logistical and administration support
- Undertake allocated educational roles within the Nossal E & L Program
- Contribute to the effective management and implementation of the E & L Program, including responsibility for education and learning related program management, assisting with contracting of external education contributors and business development activities as allocated

KEY RESPONSIBILITIES

- Share logistical and administrative support for Nossal Institute academic and non-award programs, including drafting of casual contracts (and variations) for external contractors employed to deliver in the E and L program
- Liaise with the Melbourne School for Global and Population Health, external contractors and other UoM bodies on program activities including administration, student support and guest lecturer arrangements to ensure that E and L program goals are met
- Coordinate the Learning Management System (CANVAS) and other education related IT programs for the delivery of subjects and short courses offered by the E and L Program, contribute to the learning design for online subjects
- Participate in subject review, collect, and analyse data associated with program and project evaluation and report to senior management on performance and outcomes
- Provide support for allocated education and research projects in line with Nossal Institute procedures and policies
- Offer administrative support to the Head of the E & L unit as requested
- Contribute to the development and implementation of the E and L Unit's strategy and growth, including coordinator's workshops, and advise senior management on matters requiring attention and implementing their decisions
- Represent the E and L Unit as required in internal and external forums including at Institute, School and University level, and in the broader community
- Facilitate course planning sessions for MPH students wishing to specialise in global health
- 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.
 - 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 SELECTION CRITERIA

A. ESSENTIAL

- Well-developed administrative and management skills with an ability to multi-task, effectively prioritise workflow and strong time management skills
- Experience in high volume administration with advanced skills in Word, Excel, Access, PowerPoint, Outlook, Endnote
- Experience working with tertiary students or other adult learners and an understanding of requirements for the development and delivery of a tertiary level curriculum
- Strong interpersonal skills with an ability to work effectively in a team environment and with people from culturally diverse backgrounds
- Strong analytical and problem-solving skills, and the ability to effectively resolve conflict
- Strong written and verbal skills with a focus on attention to detail
- Ability to work flexible hours during delivery of intensive subjects and short courses

B. DESIRABLE

- Experience or tertiary education qualifications in the fields of public and global health, and international or global development, or education
- Experience working in the university and/or not for profit environment
- Experience using the Canvas online learning platform
- Experience in learning design for online or blended learning

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>