



Program Officer

Nossal Institute for Global Health

Overview

Nossal Institute for Global Health improves 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.

We are looking for a Program Officer committed to the development and delivery of tertiary education and tailored short courses, to work closely with colleagues in the Education and Learning Unit to ensure seamless support for the delivery of all our educational offerings.

About the Role

An integral part of a small team, you will provide support in the successful delivery of current and new activities within the Education and Learning Program (E & L Program). You will also support the development and delivery of University of Melbourne for credit subjects and custom education training and short courses.

This opportunity is suited to someone with tertiary qualification and relevant experience in an education role as well as experience in learning design for online or blended learning.

This is a part-time position at 0.8 FTE for a 12-month fixed term contract.

About You

You are passionate about education, learning, and the development and delivery of all award and non-award subjects and custom education courses through quality logistical and administration support. You excel at education and learning program implementation and management. You have strong interpersonal skills that build strong relationships within the team environment and with people from culturally diverse backgrounds.

You will have the ability to

- prioritise workflow in managing E & L programs
- work flexible hours during the delivery of intensive subjects and short courses
- use the Canvas online learning platform for online or blended learning
- build strong effective relationships with internal and external stakeholders

Benefits

- Base salary range of \$54,882 to \$72,251 + 10% superannuation
- Access to [NFP salary packaging](#)

- Flexible and hybrid working arrangements
- Access to professional development funding
- Suite of practical training tools and materials available to all employees
- Networking opportunities with colleagues in the Melbourne School of Population and Global Health plus across the University of Melbourne

Enquiries

Further details can be obtained from the attached Position Description or by contacting **Linda Bennett, Unit Head – Education and Learning** (lbennett@unimelb.edu.au)

Join Us

If you feel this role is right for you, please submit a CV (maximum 4 pages), covering letter, and a **separate statement addressing each selection criteria outlined in the position description** (including the desirable criteria). Applications are to be forwarded to Nossal-HR@unimelb.edu.au with “Application – E&L Program Officer” included in the subject line.

Applications close – 11:59 pm 25 April 2022 and will be assessed as they are received. Virtual Interviews planned week beginning 2 May 2022.

Equity, Diversity & Inclusion

The Nossal Institute values equity, diversity and inclusion in our workplace and work-life balance. We encourage applications from candidates from underrepresented groups, including people with diverse cultural backgrounds, gender identities and people with disability. We aim to remove barriers and apply the principles of reasonable accommodation in recruitment and more broadly in our work.

Only those eligible to work in Australia need apply.

Relevant background checks will be completed prior to the preferred candidate’s employment being confirmed.

****Please No Agencies****