

POSITION DESCRIPTION

POSITION TITLE:	Operations Coordinator, Global Health Alliance Australia
REPORTING TO:	Executive Director, Global Health Alliance Australia
CLASSIFICATION:	Category 4
EMPLOYMENT TYPE:	Full-Time / 2 years fixed term appointment
EMPLOYER:	Nossal Institute Limited
NUMBER OF REPORTS:	Nil

1. Position Summary

The Operations Coordinator will work as part of a small team undertaking a broad range of work across the Alliance's portfolio of global health contracts and activities.

The position will work closely with the Executive Director, other team members, and staff from the Nossal Institute of Global Health.

2. Position Purpose

The core purpose of the role is to:

- Manage key global health contracts and ensure deliverables are achieved
- Support member agencies through the Alliance's key communication channels and through the support and execution of events
- Identify and implement continuous improvement of business systems and processes at the Alliance
- Coordinate consortia development for member organisations and support identification and securing of new program development activities

3. Key Responsibilities

- Establish and maintain relationships with member organisations, donors and partners
- Collate, prepare content and distribute the Alliance's monthly ezine (via Mail Chimp)
- Undertake basic regular maintenance of WordPress website
- Support the development of strategic partnerships to meet the goals of the Alliance
- Coordinate management of contracts and agreements to ensure adherence to contractual responsibilities and prepare Terms of Reference and Basis of Payments for Consultancy Agreements
- Manage the performance of consultants through monitoring quality and timeliness of outputs
- Undertake work planning in consultation with team members, partners and stakeholders
- Coordinate writing and reviewing financial and narrative reports
- Manage project finances, including budget management, overseeing funds transfers and preparing invoices
- Manage program issues and risks and find solutions in consultation with the Executive Director

- Support the development of Board Papers and the smooth execution of Board Meetings for three of the networks that are hosted by the alliance:
 - a. Member organisations
 - b. Pacific Friends of Global Health
 - c. Australasian Chapter of Women in Global Health
- Support monitoring and evaluation within projects and ensure that lessons are captured and shared to enhance program quality
- Contribute to continuous improvement of business systems and processes across the Alliance's activities
- Compile and maintain capacity statements and marketing materials
- Contribute to the preparation of Expressions of Interests/Proposals/Tenders
- Financial administration of the Alliance

4. Key Performance Goals

Refer to the Alliance workplan and individual PDR for annual performance goals.

5. Selection Criteria

Essential:

- Experience in project management, including preparing quarterly and annual reports, contract management and maintaining stakeholder relationships
- High level of computer literacy and competence in MS Office, WordPress, Mailchimp, basic desktop publishing
- High degree of administrative and organisational skills, including goal setting, planning and time management
- Strong written and verbal communication skills
- Proven experience of budgeting and financial reporting
- Ability to work autonomously with a degree of initiative and self-management
- Tertiary qualifications in public health, global health, international development, public policy or a discipline related to the key responsibilities such as communications

Desirable:

- Experience working in a member-based organisation or peak body; and/or global health
- Experience in management of overseas development projects funded by international donors, including understanding of international development principles and donor contractual and reporting requirements