



NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE:	Program Officer
REPORTING TO:	Manager – Programs
CLASSIFICATION:	Category 5
EMPLOYMENT TYPE:	Full-time / Part-time, Fixed term appointment
NUMBER OF REPORTS:	0

The Organisation:

Nossal Institute for Global Health is in the School of Population and Global Health, Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne. The vision of the Nossal Institute is to contribute to improving global health through research, education, advocacy and inclusive development practice. It builds on existing world-class expertise within the University of Melbourne and affiliated organisations, and on partnerships, to strengthen scholarship, research and academic leadership in global health.

Nossal Institute Limited, a wholly owned subsidiary company of the University of Melbourne, is the operating arm of the Nossal Institute for Global Health.

As part of the Business Services Unit, the Programs team key function is to support the Institute's technical units: Health Systems Governance & Financing; Disability Inclusion for Health Development; Maternal, Sexual and Reproductive Health; Non-Communicable Disease; OneHealth; Education & Learning.

Position Summary:

The Program Officer 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 aligned to the strategic annual unit plans.

The position will work closely with the Manager – Programs and the other team members, as well as technical staff across the organisation.

Position Purpose:

The core purpose of the Program Officer is to:

- Provide high quality program management for allocated development assistance, education and research projects across their lifecycle. This includes: coordinating bid and tender processes, support identification and securing of new program development activities, implementation support across financial and technical reporting
- Establish, facilitate and strengthen relationship building with partner organisations
- Contribute and engage in continuous improvement of program development and management systems and processes at the Nossal Institute

Key Responsibilities:

- Provide high-quality program management for allocated development assistance, education and research projects across the complete lifecycle in line with Nossal Institute procedures and policies
- Coordinate the preparation of competitive funding submissions such as expressions of interests, proposals, tenders including: coordination of bid teams; liaison with bid partners; managing overall bid compilation; writing and editing; ensuring bid compliance within areas of allocated responsibility
- Establish and maintain effective relationships with internal and external stakeholders in a professional manner within a culture and linguistically diverse environment
- Support the development of strategic partnerships for development assistance, education and research activities within allocated areas of responsibility
- Coordinate management of contracts and agreements to ensure adherence to contractual responsibilities aligned to donor and organisational policies
- 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
- 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 Manager – Programs
- Support monitoring and evaluation within projects and ensure that program lessons are captured and shared to enhance program quality and capacity building
- Contribute to continuous improvement of program development and management processes across Nossal institute activities
- Maintain organisational database information to enhance program quality and support, and liaison with the Communications Coordinator
- Any other duties as requested

Selection Criteria:

Essential:

- Tertiary qualifications in public health, social science or a relevant area and/or relevant work experience
- Demonstrated understanding of and commitment to the principles of global health and development
- Experience in project management, including budgeting, financial reporting plus reviewing technical reports, and maintaining stakeholder relationships
- Experience and competence in relevant 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 work use sound judgement and decision making skills to work autonomously with a degree of initiative and self-management and escalate where appropriate
- Excellent written and verbal communication skills, including the ability to communicate effectively with stakeholders, internal and external
- Demonstrated ability to work collaborative within a team and across units
- 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
- Experience in travelling, living or working in a developing country
- Experience working in the university and/or not for profit environment

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://staff.unimelb.edu.au/diversity-inclusion>