



NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE:	Program Officer
REPORTING TO:	Unit Head – Education and Learning
CLASSIFICATION:	Category 5
EMPLOYMENT TYPE:	Part-time, Fixed-term – 12 months
NUMBER OF REPORTS:	0

THE ORGANISATION:

The Nossal Institute works on practical solutions to pressing global health concerns. We combine real-world experience with the scientific rigour of one of the world's top universities. Our big picture perspective helps us to understand complexity and change and to integrate that understanding into country and regional strategies. Our work benefits from the flexibility and responsiveness of the Institute's not-for-profit company.

Within the Melbourne School of Population and Global Health at the University of Melbourne we establish and extend the evidence base for strengthening health systems and extending universal health coverage to ensure access to health care and to promote well-being across our region's diverse communities.

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.

From time to time the role will also involve supporting the development and delivery of custom education training and short courses. The Program Officer will also support the management and growth of the Education and Learning Program and the position involves working closely with: the Unit Head, Education and Learning; the Team of Education and Learning Program Officers; 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

1. Provide effective and efficient development and delivery of all Nossal award and non-award courses through high quality subject logistical and administration support
2. Undertake allocated educational roles within the Nossal E & L Program

3. Contribute to the effective management and implementation of the E & L Program, including responsibility for education and learning related program management and business development activities as allocated

POSITION SUMMARY

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 & 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 & 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 & 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
- Contribute to continuous improvement of management processes across the E & L Program, and oversee work performed by external contractors to ensure compliance with Nossal standards
- Represent the E & 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
- Any other duties as requested

Selection Criteria

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 level working knowledge of Word, Excel, Access, PowerPoint, Outlook, Endnote
- Experience or 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

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 education system
- Experience in learning design for online or blended learning
- Experience of tutoring or providing other academic input into the delivery of tertiary education
- Experience of working with tertiary students or other adult learners

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

The 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 and can be viewed at <https://staff.unimelb.edu.au/diversity-inclusion>