Health Issues Centre
A voice for everyday people

Looking for a Senior Project Officer

This isn't just a funky workplace! We are in the serious business of transforming the health system so that it better serves the people it was built for. And that requires super-human powers.

Our weapons of choice include skills-based training, performing arts, and social media. Our super-powers include mediating crowd conversations, extracting behavioural insights from white noise, agile project management and using human centred design to create solutions for people not institutions.

We are looking for someone to join our growing team of troublemakers. Of course we're interested in your expertise (we expect you to be awesome at project planning, report and submission writing, and generating insights through thematic analysis) but we're more interested in your self-critical awareness, empathy, enthusiasm and ability to make us slap our foreheads and shout "Now why didn't I think of that?".

Respectful, transparent, communicative, collaborative, accountable are not aspirational, just business as usual. So what distinguishes us as a team?

Fearless Flying
We don't micromanage – we assume you know what you're doing and that if you don't you'll work it out.

I've Got Your Back
We set you up to over-achieve and help you up when you stumble

No Surprises
Failure isn't an option. It's a necessity. Just learn from it don't cover it up.

"BOOM"
If it's not fixed – we will break it. And build something that does work.

We know we're not the right option for everyone but we're only looking for the exceptional.

So, if you believe you have an X-factor and can live up to our expectations, send your CV and a cover letter starting with "*My super-power is*…" and ending with "*Boom*". Candidates will be considered on receipt of application, so don't delay!

Send to careers@hic.org.au; attention Kate Mohay. Applications close 19 January 2020.

For more specifics, please see the attached Position Description.

Salary packaging benefits available when you join this amazing not-for-profit organisation.

Level 1
255 Bourke Street
MELBOURNE VIC 3000

Phone: (03) 8676 9050
www.healthissuescentre.org.au
info@healthissuescentre.org.au
ACN: 632 645 811
ABN: 96 599 565 577

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Job title Senior Project Officer (SPO)

Work Type Negotiable (4-5 days/week); 12 Month Fixed Term (with the possibility of extension)

Reports to CEO

Job Overview

The SPO will use their creative, strategic and analytical skills to lead successful end-to-end projects including planning, delivering project milestones and fostering trust-based client relationships. The SPO will use HIC's Social Listening research platform and deliver human-centred design solutions.

Occasional travel and a valid driver's license are pre-requisites.

Responsibilities and Duties

- Develop plans including project scope, deliverables and risk mitigation strategies.
- Ensure projects are delivered on time, in scope and within budget
- Manage and foster strategic stakeholder relationships
- Conduct Social Listening consultations using a variety of engagement tools Undertake thematic analysis of qualitative data
- Write high quality project reports, submissions, grant and tender applications as required
- Manage multiple activities in a fast-paced environment and prioritise tasks as required

Qualifications and Experience

- Relevant graduate qualification and 3+ years' experience in project management and/or health policy/research
- Health consultancy experience – preferably within an agency environment
- Desirable: Postgraduate qualification in Public Health or relevant field

Key selection criteria

Essential

- Demonstrated analytical and critical thinking skills
- Ability to undertake thematic analysis of qualitative data
- Highly developed written communication and presentation skills, and experience writing for various audiences including project materials, reports and/or policy submissions, grant and tender applications
- Demonstrated high level stakeholder management skills
- Demonstrated ability to work autonomously
- Demonstrated ability to be flexible and adaptable within a fast-paced environment
- High proficiency in MS Office Suite, including Outlook, Word and Excel

Desirable

- Demonstrated experience in the health sector as a senior project officer or coordinator
- Human-centered design knowledge and/or experience
- Evaluation knowledge and/or experience
- Experience undertaking social research using qualitative methods
- Experience using social media (e.g. Facebook, Instagram, LinkedIn, Survey Monkey) to engage with and target clients and/or consumers
- Experience working in the not-for-profit sector

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