

## Looking for an Amazing 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.

Right now 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 undertaking 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 micro manage – 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 (before 22 April) starting with "*My super-power is...*" and ending with "*Boom*".

Send to [careers@hic.org.au](mailto:careers@hic.org.au); attention Kate Mohay.

For more specifics, please see the attached Position Description.

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

**Job title** Senior Project Officer (SPO)  
**Work Type** Part Time (4 days/week); 12 Month Fixed Term (with the possibility of extension)  
**Reports to** Senior Policy Advisor & Project Manager

### **Job Overview**

The SPO will use his/her creative and strategic thinking skills to lead successful projects from end to end, from planning, delivering and reporting on project milestones, fostering relationships with clients and key stakeholders, through to conducting evaluation. The SPO will use social listening, research, and mentoring and coaching to inform our work.

Occasional travel and a valid driver's license is required as part of this role.

### **Responsibilities and Duties**

- Develop project plans including scope, objectives, risks and strategies to engage relevant stakeholders
- Ensure projects are delivered on time, in scope and within budget
- Manage and foster strategic stakeholder relationships
- Undertake thematic analysis or qualitative data
- Write high quality project management resources, reports, submissions, grant and tender applications, and content for social media and websites
- Conduct social listening consultations with health consumers of all ages and backgrounds
- Provide mentoring/coaching to support health services deliver innovative and sustainable projects
- Manage multiple activities in a fast-paced environment and prioritise tasks as required

### **Qualifications**

- Relevant graduate qualification and 3+ years' experience in health policy/health management
- Desirable: Postgraduate qualification in Public Health or other relevant field

### **Key selection criteria**

#### **Essential**

- Demonstrated project management experience and/or qualifications
- Demonstrated analytical and critical thinking skills
- Demonstrated interview and/or engagement experience with people from diverse backgrounds
- Demonstrated ability to be flexible and adaptable within a fast-paced environment
- 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, and engaging social media and website content
- Demonstrated high level stakeholder management skills
- Demonstrated ability to work autonomously
- 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
- Mentoring or coaching experience, preferably within the health sector
- 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
- Established relationships with health sector professional networks