

A more equitable world through better health.



POSITION DETAILS

TITLE	Senior Project Officer, Strategy and Engagement
CLASSIFICATION	Professional Level 6.1 – 6.4: \$91,119 - \$96,697 + super + salary packaging
TIME FRACTION	0.8 – Full Time (Flexible)
CONTRACT TYPE	2 Year Fixed Term
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	Senior Manager, Strategy and Engagement
DIRECT REPORTS	Nil
LAST UPDATED	May 24

POSITION SNAPSHOT

The Senior Project Officer, Strategy and Engagement will support the implementation and evaluation of specific organisation-wide strategic initiatives relating to the Institute's Programs (Disease Elimination, Maternal, Child and Adolescent Health and Health Security & Pandemic Preparedness) and Disciplines (Public Health, Life Sciences and International Development).

This role will support the Program Directors and Discipline Heads to identify strategic capacity gaps at the Institute, using the Domains of Practice framework, and support Working Group Heads and their teams to develop their strategic plans and processes to evaluate the success of these plans in collaboration with the Strategic Impacts and Insights Office (SIIO).

KEY RESPONSIBILITY AREAS

STRATEGIC PLANNING & SUPPORT	<ul style="list-style-type: none"> Support the Senior Manager, Strategy & Engagement to translate Institute's strategic objectives into actionable plans, ensuring alignment with Institute's mission and vision. Coordinate processes and support working groups to develop and/or refine their working group strategies including the development of tools and templates. Support working groups to evaluate their working group strategies, review and refine as required in collaboration with the Strategic Impacts and Insights Office (SIIO).
ANALYSIS & REPORTING	<ul style="list-style-type: none"> Conduct scoping reviews and analysis to identify gaps in technical and content capacity relevant to the Programs and Disciplines, using the Domain of Practice framework. Prepare reports and presentations to share findings and provide insights to inform strategic decision-making for the above. Monitor and evaluate the effectiveness of strategic initiatives within Programs and Disciplines and recommend adjustments as necessary in collaboration with SIIO.
PARTNERSHIP, ENGAGEMENT & COMMUNICATION	<ul style="list-style-type: none"> Support facilitation and coordination of workshops, meetings and other forums to encourage collaboration and knowledge sharing across Programs and Disciplines. Develop and maintain strong relationships with key stakeholders across various Burnet professional service units (HR, IT, finance, admin, strategic funding partnerships, innovation and communications (SF-PIC)) and working groups. Gather feedback from internal stakeholders and provide insights to inform strategic decision-making. Facilitate communication and collaboration between Burnet professional services and working groups.
STRATEGIC PROJECT MANAGEMENT & SUPPORT	<ul style="list-style-type: none"> Support and manage internal strategic projects as requested by the Senior Manager, Strategy & Engagement.
TRAINING	<ul style="list-style-type: none"> Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	A minimum 2 years of experience in a senior project coordination OR strategy focused role	Essential
2.	Previous experience in monitoring and evaluation	Essential
3.	Previous experience preparing reports and engaging presentations that provide insights to stakeholders	Essential
4.	Strong analytical and problem-solving skills with the ability to translate information into actionable plans	Essential
5.	Excellent interpersonal and collaboration skills, with the ability to build strong relationship across diverse teams	Essential
6.	Experience in organisation-wide change management	Preferable
7.	Proficiency in using survey/data management tools e.g. REDCap	Preferable
8.	Experience working in public health, life sciences or international development research	Preferable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Bringing together Burnet Institute, The University of Melbourne, and the Doherty Institute with funding from the Victorian Government, the AIID is a visionary initiative designed to protect Australia and the region against infectious disease and future pandemics. Establishment of a new state-of-the-art facility which will be the new home of Burnet is expected to be operational by 2027.



OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

No Contact With Children

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au