

Position Description



POSITION TITLE	Project Officer - Workforce Development
REPORTS TO	Director – International Programs
DIRECT REPORTS	N/A
CREATED	1 August 2021

ORGANISATION OVERVIEW

Interplast Australia & New Zealand (Interplast) was founded in 1983 and is a not-for-profit organisation which provides volunteer plastic and reconstructive services together with capacity building activities to developing communities in the Asia Pacific region.

Interplast works to improve the lives of people in developing countries who are disabled as a result of congenital and acquired medical conditions such as cleft lip and palate or burn scar contractures. Volunteer plastic and reconstructive surgeons, anaesthetists, nurses and allied health professionals provide free medical treatment for those who would otherwise not be able to afford access to services. Interplast works closely with local services to build their capacity to deliver surgical and other related health care interventions.

Interplast is a signatory to the Australian Council for International Development (ACFID) Code of Conduct and is an accredited non-government organisation with the Australian Department of Foreign Affairs and Trade (DFAT).

POSITION SUMMARY

The Project Officer - Workforce Development, is responsible for supporting the planning, coordination, implementation, monitoring and evaluation of a range of Interplast’s international projects within the Workforce Development program, as well as some additional project support within the International Programs team. This role also has some responsibility for the implementation of Interplast’s Monitoring, Evaluation & Learning (MEL) Framework.

Primarily, this role is responsible for supporting the planning, development and delivery of a range of digital education initiatives, with the support and guidance of the Senior Coordinator – International Programs. This role also works with other members of the International Programs team to design and deliver other program activities.

KEY RESPONSIBILITIES (NB: This list is not exhaustive, rather a guide to responsibilities)

Digital Education Development and Delivery

- Engaging volunteer interest and commitment to develop and deliver livestream webinars in partnership with Praxhub
 - Support the preparation & coordination process of webinar delivery
 - Working with volunteer clinical leads and Praxhub in the development and production of instructional video assets
 - Working with volunteer clinical leads and Praxhub in the development and production of online education modules
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	<ul style="list-style-type: none"> ▪ Ensure all digital education related output reporting is undertaken within required timeframes
Monitoring & Evaluation activities	<ul style="list-style-type: none"> ▪ Coordinate program monitoring, evaluation and learning processes, including data capture, quality control of information management, training and support, and impact reporting ▪ Foster a culture of continuous improvement, learning and feedback ensuring that learnings are integrated into programs and good practice is identified and shared.
Financial management & reporting	<ul style="list-style-type: none"> ▪ Assist the relevant Coordinators/Directors to develop and maintain an annual country program budget to monitor the allocation of donor income against budgets for Interplast activities ▪ Conduct regular reviews of program budgets and income allocations in consultation with the Director – International Programs & Director – Finance & Corporate Services ▪ Apply due diligence with partners to test and check for financial management good practices and risks of fraud ▪ Provide input into the organisational Performance Reports, as required. ▪ Prepare timely, accurate and engaging donor reports within agreed timeframes as required by the CEO and/or Director – International Programs.
Communications, relationships and network building	<ul style="list-style-type: none"> ▪ Work closely with all staff to identify, source and share stories and learning from programs that deepen engagement ▪ Document and share stories and lessons learned through the programs to contribute to future program development ▪ Participate in working groups, conferences and communities of practice ▪ With support of the CEO and/or Director – International Programs, connect and collaborate with other NGOs and relevant entities.
Systems & processes	<ul style="list-style-type: none"> ▪ Identify relevant systems, processes and training opportunities to improve program management, stakeholder communications and effectiveness ▪ Maintain all Interplast program documentation to the highest quality standard.
Compliance & regulatory affairs	<ul style="list-style-type: none"> ▪ Ensure all Interplast programs within the assigned portfolio adheres to all legislative, regulatory and compliance requirements in Australia and overseas

	<ul style="list-style-type: none"> ▪ Remain up-to-date with best practice and contemporary thinking on international development and the implications for Interplast and our partners ▪ Contribute to the identification of programmatic risks and identification of mitigation strategies.
Other Duties	<ul style="list-style-type: none"> ▪ Provide secretariat support to a relevant committee and/or working group, as required by the Chief Executive Officer ▪ Other duties as required by the Director – International Programs and/or the Chief Executive Officer

KEY PERFORMANCE INDICATORS

In conjunction with the Director – International Programs, the Project Officer – Workforce Development will develop an annual performance plan that clearly articulates agreed key performance indicators and success measures.

Although not exhaustive, performance will be judged by:

- Effective and efficient delivery of international programs
- Timeliness and responsiveness to stakeholders, including volunteers, partners and donors
- Quality of program delivery and alignment to Interplast strategic objectives
- Contribution to broader Interplast deliverables and project-specific outcomes

ROLE REQUIREMENTS

Skills	<ul style="list-style-type: none"> ▪ Ability to work independently and in a small team environment ▪ Proven administrative, record management and budgeting skills ▪ Ability to network, communicate cross-culturally and manage relationships diplomatically with people from a range of backgrounds ▪ High level written and verbal communication skills ▪ Demonstrated ability to undertake program design, implementation and evaluation ▪ Conceptual, analytical and problem-solving skills ▪ Initiative, flexibility and demonstrated drive to achieve results
Experience	<ul style="list-style-type: none"> ▪ Experience in overseas development and an understanding of DFAT systems and procedures are highly desirable ▪ At least 2 years' experience relevant to the position – in particular in the development and delivery of educational content in a digital / remote format

Knowledge & Qualifications

- At least 2 years' experience supporting and/or leading the implementation of a monitoring and evaluation framework within an international development agency (preferred but not essential)
- Tertiary qualifications in international development, international health or related field (including education development)

EMPLOYMENT TERMS & CONDITIONS

HOURS	Full-time (76 hours per fortnight)
TENURE	12 months fixed term contract
SALARY	To be negotiated with the successful candidate (inclusive of 10% superannuation)
LOCATION	Interplast Australia & New Zealand 250 – 290 Spring Street, East Melbourne VIC. 3002 Some regional, interstate, and overseas travel will be required
ADDITIONAL INFORMATION	Full entitlements and employment conditions will be set out in the Interplast Employment Contract and Interplast Human Resources Manual

APPENDIX A – ANNUAL KEY PERFORMANCE INDICATORS
