

Projects and Research Manager

POSITION DESCRIPTION

About Sustain

Sustain is a health promotion charity specialising in designing and building sustainable, healthy and equitable food systems. As Australia's only national food systems 'think and do network,' we conduct research and consultancies, deliver inspiring projects and bring together diverse actors around a powerful shared advocacy agenda for transformative change.

We are committed to re-imagining and transitioning to a food system that nourishes people and the ecosystems that sustain us all. We give communities, governments and organisations the tools they need to help them become empowered food citizens and to develop policies and practices that support healthy, sustainable and equitable food systems. Our projects are designed to have a concrete impact at a local level and to empower and inspire others by showing that, yes, a better food future is possible.

Objectives of this role

The Projects and Research Manager will oversee the planning, implementation, coordination, delivery, monitoring and evaluation of Sustain research and policy work. The ideal candidate will have project management experience in the not-for-profit sector, preferably in a fast-paced research or policy context, with strong skills in developing and overseeing work plans and managing stakeholder relationships. The key responsibilities of the Projects and Research Manager will be to ensure deadlines are being met, project staff are being properly supported and that project outputs and service provision are achieved to a high standard.

Responsibilities

Responsibilities include the following functions, but not limited to:

- Coordinating research and policy work including:
 - project planning and oversight,
 - client and stakeholder management,
 - meeting organisation and coordination,
 - workshop preparation, delivery and documentation
 - report writing and client presentations
- Designing and undertaking quantitative and qualitative research in food policy and food security as required, including conducting focus groups, interviews and literature reviews as well as developing survey instruments and collating socioeconomic data
- Establishing and maintain relationships with stakeholders, providing day-to-day contact on project status and changes

- Supporting and developing a small project team by providing purpose, direction, and motivation
- Coordinating internal and external resources to ensure that projects adhere to scope, schedule, and budget
- Establish and maintain processes for managing scope during the project lifecycle, setting quality and performance standards and assessing risks
- Report project outcomes and/or risks to the appropriate management channels and escalate issues, as necessary, according to project work plan
- Undertake other tasks as agreed and appropriate

About the successful candidate

To be successful in this role, you will be able to work as part of a small team with a genuine interest in contributing to and developing your skills in social policy research. Exceptional attention to detail and capacity to juggle multiple priorities as well as the ability to edit your own work and pick up concepts quickly will be essential qualities of the successful candidate. You are passionate about food systems transformation and using your research, writing and analysis skills to influence change.

Key selection criteria

Essential skills and experience

- Minimum three years' experience contributing to and/or managing research or policy projects
- Minimum three years' experience in project management in a consultancy context, working to tight deadlines under pressure
- Demonstrated experience in conducting qualitative research and working with quantitative data
- Strong analysis and reporting writing skills
- Excellent communication and stakeholder management skills
- Ability to work independently and under pressure
- Bachelor qualification in a relevant field (e.g. food systems, public health, sustainability/environment, community development, market research, etc)

Desirable

- Knowledge of and experience working in the community food, social enterprise or not-for-profit sector
- Data visualisation skills
- Expertise in using ArcGIS or SPSS

- Strong IT skills including good knowledge of standard Office software and online collaboration tools such as Asana, Slack, Google Suite, etc.
- Experience in coaching and developing small project teams
- Master's degree in a relevant field (e.g. food systems, public health, sustainability/environment, community development, market research, etc)

Employment conditions

Reporting and working relationships

This position reports directly to the Operations Manager on specified projects and indirectly to the Executive Director. The incumbent will develop strong, collaborative working relationships with other Sustain staff, consultants and clients.

Staff performance and development

Sustain staff may undertake allocated duties not specifically mentioned in their position description but within the capacity, qualifications and experience normally expected from persons occupying positions at a similar level. This provides opportunities for staff to develop new skills and expertise.

Performance targets and expectations will be negotiated at the beginning of the contract as well as when undertaking new project responsibilities. A 6-monthly review project and annual performance review will provide opportunities to monitor progress and discuss performance and development needs. Where budgets allow, staff will be supported to develop skills and knowledge relevant to the position through attendance at workshops/events and/or participation in training activities.

Salary, benefits and contract duration

This role is offered at a competitive salary on a part-time (0.6 FTE) basis, plus 10.5% superannuation. Additional salary packaging options available up to \$15,900 (pro rata).

One year contract, with possibility of extension subject to funding availability and satisfactory performance during probationary period.

Location

Preston (with flexibility to work from home). Must be available to attend some in-person meetings and activities in and around Melbourne.