

Program Support Officer, CODE

12 month fixed term contract, 38 hours per week
Based in Sydney CBD, Australia

The Behavioural Insights Team (BIT) is looking for an exceptional candidate to join our Sydney office as a Program Support Officer, to support the administration and delivery of the Code for Online Decisions and Ethics (CODE) Program in partnership with the [Vincent Fairfax Family Foundation](#).

The Behavioural Insights Team

BIT was established in 2010 to apply insights from the behavioural sciences to public policy in the UK. Since then BIT has grown quickly to meet the high levels of demand for our work both in the UK and overseas. The Australian office was set up in 2015.

BIT has a relaxed and non-hierarchical office culture. All our staff believe passionately in our company values: always prioritising social impact; empiricism and humility; fresh thinking, collaboration; and public service. We expect professional excellence in a work environment that is fast-paced, exciting and friendly.

Supporting young people to use technology ethically

BIT is assembling a consortium to design and deliver an exciting program of work that will help young teenagers use communications technology ethically. It will focus on empowering teenagers with the knowledge and capacity to take positive action online. The consortium will bring together the knowledge and experience of frontline organisations working with young people, research and industry expert advisors, and an independent evaluator.

CODE will explore the challenges faced by teenagers, parents, and educators, and identify and draw on what works in existing policies and programs. Engagement with young people is at the heart of our approach, and we will work with them to co-design solutions that will change behaviour, and test and evaluate these in the real world.

Overview of role

We are seeking a bright and enthusiastic Program Support Officer to support the administration of this program. You will report to the Program Director, playing a key support role. You will be a go-to person across a number of areas, undertaking administrative and project related work to assist in the achievement of program deliverables.

The program is being carried out in partnership with the Vincent Fairfax Family Foundation in NSW and you will work closely with this organisation, as well as a wide range of other stakeholders.

You will support the management of the end-to-end program of work. This will involve helping to track program deliverables and budget, assisting with the organisation of

events (including a youth panel), developing and maintaining strong relationships with consortium partners and other key personnel, and providing secretariat support to the Steering Committee and Program Executive Group.

You will be part of a small team working in a dynamic environment where your strong communication and organisational skills will be vital in making the program a success.

Responsibilities

- ◆ Supporting the implementation of processes, systems and materials required to support the program;
- ◆ Monitoring, tracking and reporting on the status of program deliverables;
- ◆ Assisting to track the program's budget, and contributing to budget building for funding of future phases of the program;
- ◆ Providing assistance with events and communications, including helping to set up a website, and to organise a partner recruitment event and youth panel;
- ◆ Developing and maintaining effective working relationships and communications with consortium partners and other key stakeholders;
- ◆ Assisting with the preparation of reports and presentations; and
- ◆ Providing secretariat support to the Steering Committee and Program Executive Group.

Essential

- ◆ Project/program support experience, with demonstrated ability to plan and prioritise work to meet deadlines;
- ◆ Excellent organisational skills, attention to detail, and ability to manage your workload proactively;
- ◆ Good analytical and problem solving skills with a high degree of initiative and flexibility;
- ◆ Enthusiasm and strong communication skills to engage with, facilitate and collaborate with a variety of people and job functions;
- ◆ A positive and energetic team player, with flexibility to work within a small team and changing circumstances; and
- ◆ Experience and/or an interest in working with young people and/or online environments will be considered favourably.

The base annual salary is \$65,000, plus super and benefits.

How to apply: candidates should upload their CV and complete their application through Applied: <https://www.beapplied.com/apply/SG7T6FtD5f>

Successful candidates will then be invited to participate in an interview process that may include a practical task.

Close of Applications: 12:00am on 29 May (GMT)/9:00am on 29 May (AEST)

- ◆ Applications can only be considered from Australian Citizens or those able to work freely within Australia, not requiring a visa.

To find out more about the organisation and the type of people who work in the team visit: <http://www.bi.team>

The Behavioural Insights Team is committed to a policy of Equal Employment Opportunity and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.