



Position Description

POSITION TITLE:	Senior Project Officer– Aboriginal Well Women’s Screening
LOCATION:	SAHMRI North Terrace
REPORTS TO:	Kim Morey, Co-Theme Leader, Aboriginal Health Equity & Strategy
DEPARTMENT:	Wardliparingga, Aboriginal Health Equity

ABOUT SAHMRI AND WARDLIPARINGGA

At the South Australian Health and Medical Research Institute (SAHMRI), we are committed to achieving innovative, ground-breaking health and medical research that fundamentally improves the quality of life for all people.

SAHMRI is located on the lands of the Kaurna people who are the traditional custodians of Adelaide and the greater Adelaide region. SAHMRI works with traditional custodians across South Australia, Australia, and globally. This role is required to collaborate with all Aboriginal and Torres Strait Islander people living on the lands of all traditional custodians across South Australia, Australia and potentially globally.

Wardliparingga Aboriginal Health Equity Theme is the nation’s leading research unit focused on reducing inequity in health and wellbeing among Aboriginal and Torres Strait Islander peoples in Australia.

PURPOSE AND SCOPE OF THE POSITION

Working in conjunction with the University of South Australia (UniSA), Rosemary Bryant AO research centre in the development and delivery of qualitative tools and reports under the National Cervical Screening Program Quality Framework, the Senior Project Officer will lead the engagement of Aboriginal women across South Australia to inform the development, refinement and testing of qualitative measurement tools to assess the effectiveness and cultural appropriateness of the Commonwealth Government’s National Cervical Screening Program (NCSP). The role involves providing cultural insight into review of existing evidence, plan and conduct focus groups and interviews involving Aboriginal women across South Australia, and develop outcomes reports, including analyses of focus group and interview feedback and development of recommendations.

The incumbent will have a close working relationship with:

- University of South Australia Rosemary Bryant AO Centre staff coordinating this project
- SAHMRI and Wardliparingga Aboriginal Health Equity staff
- The project Expert Advisory Committee
- Aboriginal Community Controlled Health Services staff across South Australia
- Other contracted staff involved in the project



KEY RESPONSIBILITIES

The specific duties include:

- Establishment of Aboriginal project governance groups and mechanisms
- Review of the project plan and development of a detailed plan for the Aboriginal-specific components of the project
- Participation in project Expert Advisory Committee and NCSP Quality Safety and Monitoring Committee working group meetings
- Contribution to development of ethics applications in relation to the Aboriginal-specific project components
- Plan and conduct the face-to-face and/or virtual engagement of Aboriginal women across South Australia, including through focus groups and interviews with Aboriginal women from metropolitan and regional areas. This includes the establishment of a community engagement plan and a written report on the results, including recommendation on the development, refinements and administration of the tools.
- Development of project outcomes reports and contribute to any reporting and publication of broader project outcomes.
- Facilitation of Aboriginal women's insights into the existing well women's screening programs.

Other responsibilities may be as follows:

- Assist the lead researcher and research team to engage with Aboriginal women via yarning methods to collect data and support the interpretation
- Engage in culturally appropriate dialogue that is conducive to enabling community members to share their experience
- Engage collaboratively with the research team and other stakeholders including the governance group and community members
- Assist with other research or administration tasks as required
- Maintain participant confidentiality and privacy, ensuring consent forms are completed by participants prior to filming and that best practices are followed
- Be able to work autonomously and in a small team
- Be flexible, proactive and employ a strong initiative to be able to respond to changing environments and situations to produce high quality results.
- Participate in special projects to continuously improve processes, tools, systems and organisation.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

SPECIAL REQUIREMENTS

- Some out of hours work may be required.
- DCSI Employment Screening and Police Checks may be required.
- All employees are required to be immunised in accordance with the requirements of the Hospital in which they are working or be willing to be vaccinated at the cost of the Institute.
- Incumbent will be required to travel to several rural and remote Aboriginal and Torres Strait Islander communities across South Australia.



Person Specification

QUALIFICATIONS

- Tertiary qualification or similar work experience in a health-related field
- Training/qualification in qualitative interviewing would be favourable

EXPERIENCE, KNOWLEDGE AND SKILLS

ESSENTIAL

- Sound analytical skills, experience in writing reports and development of ethics applications.
- Experience in conducting qualitative interviews.
- Experience in engaging Aboriginal people and Aboriginal service providers and a demonstrated understanding of stakeholder engagement principles and methods.
- Experience in establishing and maintaining governance arrangements, including Aboriginal governance.
- Demonstrated ability to establish and maintain collaborative working relationships across a broad range of health industry, research professionals and Aboriginal communities.
- High level organisational skills: the ability to set priorities, meet deadlines, initiate and follow-up actions, with minimal supervision.
- A profound understanding of Aboriginal and Torres Strait Islander culture and sensitivities.
- A profound understanding of the social determinants and barriers that contribute to the health and wellbeing of Aboriginal and Torres Strait Islander people.

DESIRABLE

- Experience in the development and/or administration of qualitative evaluation tools.
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Bold, Driven, Dynamic
 - **Innovation** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

- Current Driver's Licence