



Position Description

POSITION TITLE:	Senior Evaluation and Project Officer
LOCATION:	SAHMRI North Terrace
REPORTS TO:	Operations Manager, Aboriginal and Torres Strait Islander Diabetes-related Foot Complications Program
DEPARTMENT:	Wardliparingga Aboriginal Health Equity

WARDLIPARINGGA – ABORIGINAL HEALTH EQUITY THEME

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. The Wardliparingga Aboriginal Health Equity Theme (AHE) at SAHMRI is a leading national Aboriginal and Torres Strait Islander-led unit dedicated to wellbeing and achieving health equity among Aboriginal and Torres Strait Islander peoples in Australia through quality and safe health and medical research.

This role is required to collaborate with Aboriginal and Torres Strait Islander people living on the lands of all traditional custodians across South Australia, Australia and potentially globally.

Wardliparingga's [research programs](#) respond to community identified priorities and are underpinned by [fundamental principles](#) of research conduct as prescribed by Aboriginal and Torres Strait Islander communities. Over the last decade, we have established relationships and worked in partnership with Aboriginal communities, groups and organisations who we are ultimately accountable to. We have a strong program of applied research, we are a multidisciplinary team and we are committed to producing rigorous evidence and demonstrating improvements in health care access and delivery by using, adapting and developing appropriate research methods.

For more information about Wardliparingga Health Equity Theme, please visit [SAHMRI | Aboriginal Health Equity](#).

PURPOSE AND SCOPE OF THE POSITION

The Aboriginal and Torres Strait Islander Diabetes-related Foot Complications Program 2022-2025, funded through the Commonwealth Department of Health and auspices by the South Australian Health and Medical Research Institute (SAHMRI), aims to improve the health and wellbeing of Aboriginal and Torres Strait Islander people affected by diabetes-related foot complications in South Australia, the Northern Territory, the Kimberley region in Western Australia and Far North Queensland. The Senior Evaluation and Project Officer will work as part of a small team to coordinate a program of work in South Australia, the Northern Territory, the Kimberley region in Western Australia and Far North Queensland to improve the health and wellbeing of Aboriginal and Torres Strait Islander people with diabetes-related foot complications and provide support and guidance for projects funded through the program in completing monitoring and evaluation activities. The Senior Evaluation and Project Officer will report to the Operations Manager and engage with program managers and staff across the program, SAHMRI staff and other stakeholders. The position will require a person who can deliver outputs for complex research projects under the strategic direction of the Co-Theme Leaders and Program Lead: Health System Research. Supervisory delegation and reports to this position will be at the discretion of the Program Lead.



KEY RESPONSIBILITIES

The specific duties include:

- Gain research ethics approvals in several jurisdictions.
- Deliver an evaluation report for all regions funded through the program, aligned to an existing study protocol and existing regional monitoring and evaluation plans, specifically developed for the program.
- Develop publications for submission to academic journals as well as grey literature.
- Establish and maintain positive relationships with external stakeholders regarding data collection and reporting and provide support as required.
- Provide information and support the strategic advocacy, including to improve national data collection with Key Performance Indicators and Measures as they specifically relate to Aboriginal and Torres Strait Islander health outcomes.
- Support the operation of the program including
 - maintaining governance structures, i.e. organise meetings of the program's Expert Advisory Committee, develop agendas, minutes and briefing papers;
 - maintaining reporting mechanisms, i.e. seek and review activity and financial reports from providers across the program and compile reports to the funding body;
 - engaging national stakeholders such as peak bodies and government agencies, and develop policy briefs, discussion papers and other supporting documentation to advocate for system change;
 - developing a communication plan and maintaining its deliverables
 - supporting presentations at conferences, public lectures and seminars
 - networking with regional program staff
- Work with program managers and project staff across the program to assist them in planning and conducting evaluation activities, aligned with an existing evaluation methodology, including establishing mechanisms to collect, store and report data.
- Complete several ethics applications, based on an existing study protocol, and lead the submission to various ethics committees across jurisdictions.
- Create the final evaluation report for the program and co-author academic publications.
- Liaise with the National Association of Diabetes Centres (NADC) regarding the implementation of the REDCap database in accredited interdisciplinary High Risk Foot Services (iHRFS), and to access national REDCap data to monitor health outcomes and trends.
- Develop policy briefs, discussion papers and other documentation to enable system change related to the collection and reporting of data related to Aboriginal and Torres Strait Islander diabetes-related foot complications.
- Schedule Expert Advisory Committee (EAC) meetings and develop meeting agendas, minutes and any meeting papers or presentations as required. Review Terms of Reference and EAC membership as required.
- Participate in regional governance meetings as requested by regional partners.
- Develop communication materials such as power point presentations, program summaries, outward-facing reports and grey literature publications.
- Identify opportunities to present the program to relevant audiences, such as professional conferences, lecture series, seminars, workshops etc. and develop power point presentations and supporting materials to disseminate information about the program.
- Develop and maintain relationships with key stakeholders throughout the life of the program and maintain a contact database.
- Maintain productive working relationships and manage conflict resolution.
- Maintain high levels of confidentiality in accordance with the privacy act and government regulations.
- Ensure research activities and other outputs are compliant and aligned with the [Australian Code for the Responsible Conduct of Research](#) and working to the principles of the [South Australian Aboriginal Health Research Accord](#).



- Support the mentorship, training, professional development and/or supervision of trainees, undergraduate, post graduate research students, peers and senior program leads as applicable.
- Contribute to and participate in Wardliparingga Theme initiatives, including 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 Wardliparingga's work, the broader institutes 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 are required.
- Extensive travel intrastate, including to urban, regional, or remote parts of South Australia will 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.



Person Specification

QUALIFICATIONS

- Professional development relevant to fulfil the evaluation function.
- Tertiary qualifications in a relevant discipline and/or equivalent experience at senior levels in government and/or Aboriginal community-controlled organisations.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience in health project and program evaluation and monitoring of population health outcomes. Familiarity with Developmental Evaluation methodology and the RE-AIM evaluation framework are of advantage.
- Experience in gaining research ethics approvals for Aboriginal and Torres Strait Islander health research (in various jurisdictions - desirable).
- Knowledge of systems and processes to support the collection, collation and management of high-quality data.
- An ability to guide and advise professional stakeholders on their monitoring and evaluation activities and work with experts in the field.
- Knowledge of the health system, health policy, health programs and/or clinical practice particularly with a focus on Aboriginal health and chronic conditions.
- Significant experience in health policy and health program development within government and/or health services.
- Project management experience in the health sector, including experience in maintaining governance structures.
- Demonstrated ability to work in a culturally safe, sensitive and accountable manner with Aboriginal and/or Torres Strait Islander individuals, communities and stakeholders.
- Knowledge and understanding of health and social issues relating to Aboriginal and Torres Strait Islander people and its contemporary impact.
- Experience in writing reports for senior officials and lay audiences.
- Understanding of ethical conduct of research, service delivery and consultation.
- Computer literacy in Word, Outlook, PowerPoint and Excel (intermediate level)
- Oral communication skills including experience and confidence in public speaking.
- Efficient time management skills to ensure a high quality of work is completed within the required time frame.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- 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