



Job Description

POSITION TITLE:	Project Officer
LOCATION:	SAHMRI North Terrace
REPORTS TO:	Principal Research Fellow - Strategy
DEPARTMENT:	Aboriginal Health Equity Theme, Wardliparingga

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.

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 and practical research, we are a multidisciplinary team and we are committed to producing rigorous evidence and demonstrating improvements in health and social care access and service delivery by using, adapting and developing appropriate and safe research methods.

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

PURPOSE AND SCOPE OF THE POSITION

The Project Officer will play an important role in the Wardliparingga team, focusing on progressing a series of projects to support student development, support business operation enhancements and enhance the internal and external profile of Wardliparingga. This includes assisting with the coordination of two Scholarship Programs, contributing to the development, coordination and delivery of knowledge and capability building initiatives and the Wardliparingga Induction Program, developing tools and resources for internal and external communication initiatives and coordinating support for SAHMRI's Indigenous Collective.

Reporting to the Principal Research Fellow - Strategy, the position will also work closely with the Co-Theme Leaders, the Business Support team and the Indigenous Collective at SAHMRI.

KEY RESPONSIBILITIES

- Provide high level project and secretarial support to the Indigenous Collective at SAHMRI, in consultation with the Co-Theme Leaders. This includes scheduling 6 weekly meetings, preparing agendas and meeting materials, organising special events and coordinating action items after the meeting.
- Coordinate two Aboriginal and Torres Strait Islander student Scholarship opportunities per year, duties include compiling applications, liaise with South Australian Universities and Stakeholders to advertise the Scholarships, and providing support for the review, selection and award of scholarships.
- Contribute to the development, coordination and delivery of an annual program of continual development in Indigenous Health Research that is delivered by Wardliparingga Theme.
- Contribute to the development, coordination and delivery of the Wardliparingga Induction Program.
- Monitor the SAHMRI Aboriginal and Torres Strait Islander Talent register and review periodically with the Co-Theme Leaders and Research Manager
- Develop an annual media and communications calendar for the Wardliparingga Aboriginal Health Equity Theme in consultation with the Co-Theme Leaders, Research Manager and research team and work closely with the SAHMRI Media and communications team to deliver associated activities throughout the year. This includes; social media posts, a quarterly newsletter and other communications activities.
- Assist with the development of the Wardliparingga Aboriginal Health Equity intranet pages.
- Coordinate updating Wardliparingga's website content with project staff to ensure our website content is up to date and reflects current projects.
- Contribute to and participate in Wardliparingga Theme initiatives, including special projects to continuously improve processes, tools, systems and organisation.
- 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.
- 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.
- Occasional travel may be required.
- DCSI Working with Children Check, Vulnerable Persons Related Employment Screening and National Police Clearance may be required.



Person Specification

QUALIFICATIONS

- No formal qualifications required for this role, however experience in project management and co-designing research with Aboriginal & Torres Strait Islander communities is desirable.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience working with the Aboriginal and/or Torres Strait Islander community or organisations is highly desirable.
- Experience in the facilitation of Scholarship programs and opportunities.
- Understanding of academic pathways and university systems, including Higher Degree by Research programs.
- Understanding of Aboriginal and Torres Strait Islander cultures and principles of strengths-based development.
- Knowledge of the Health research sector and academic workforce is desirable. Knowledge of Indigenous culture and health issues.
- Strong relationship management and collaborative skills.
- Excellent written and verbal communication skills, with experience in editing and formatting professional business documents to a high-standard.
- Advanced level skills in the use of Microsoft Word, Excel, Outlook, PowerPoint, SharePoint, Oracle, and Adobe Acrobat Pro.
- 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