



## Position Description

<b>POSITION TITLE:</b>	Aboriginal Families Study Fieldwork Coordinator
<b>LOCATION:</b>	SAHMRI, North Terrace
<b>REPORTS TO:</b>	ACRA- Principal Research Fellow
<b>DEPARTMENT:</b>	Aboriginal Communities and Families Health Research Alliance SAHMRI Women and Kids

### PURPOSE AND SCOPE OF THE POSITION

The Aboriginal Families Study Fieldwork Coordinator will have a leadership role co-ordinating a small team of Aboriginal researchers undertaking follow-up of Aboriginal young people and their mothers/other primary caregivers participating in Wave 3 of Aboriginal Families Study (AFS).

This position will be based at SAHMRI Women and Kids (Adelaide) and will work within the Aboriginal Communities and Families Health Research Alliance team.

The role will include co-ordinating community engagement and consultation; pre-testing of survey questionnaires; and training, supervision and mentoring of Aboriginal researchers undertaking interviews with Aboriginal families in urban, regional and remote areas of South Australia.

### KEY RESPONSIBILITIES

The specific duties include:

- Supervision and mentoring of a small team of Aboriginal researchers involved in conducting interviews and yarning circles in the Aboriginal Families Study.
- Contributing to the establishment of study procedures for fieldwork, including development and implementation of training modules and workshops for researchers involved in fieldwork.
- Working with other members of the research team to facilitate community engagement and follow-up of families living in urban and regional areas of South Australia.
- Liaising with local community organisations, schools, Aboriginal health services and other local community organisations to facilitate conduct of interviews and yarning circles.
- Implementing culturally and ethically sound practices, regarding participant engagement, including procedures for obtaining informed consent.
- Oversight of project data bases, data management and data security procedures during fieldwork.
- Co-ordination and oversight of risk assessment and risk management procedures to facilitate occupational health and safety during fieldwork.
- Maintaining accurate confidential records of all project-related activities.
- Contributing to co-authored publication outputs including peer reviews papers and research reports.
- Working with guidance of the Aboriginal Families Study Aboriginal Governance Group.



- Participation in Aboriginal and team cultural activities.
- 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

- Identify as Aboriginal or Torres Strait Islander.
- Some out of hours' work may be required.
- DCSI Working with Children Check employment screening is required.
- Primarily located at SWK - Adelaide. Some travel is required amongst locations and the community.
- SAHMRI is required to implement the [Addressing vaccine preventable disease: Occupational assessment, screening and vaccination policy](#) for SAHMRI employees carrying out work in any SA Health Facility.
  - Immunisation Risk for this position is - Category A (direct contact with blood or body substances)



## Person Specification

### QUALIFICATIONS

- A relevant tertiary qualification and/or extensive experience working in Aboriginal and Torres Strait Islander health research.

### EXPERIENCE, KNOWLEDGE AND SKILLS

#### Essential

- Experience working with and/or engaging Aboriginal young people and families in research projects.
- Demonstrated experience in accurate data collection and record keeping.
- Excellent communication skills both verbal and written.
- Strong interpersonal and listening skills.
- Ability to work collaboratively with colleagues and key stakeholders in research to achieve agreed goals and objectives.
- Meticulous attention to detail.
- Excellent organisational skills, with ability to manage time and priorities effectively and use initiative.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People.
- A 'can do' attitude, friendly and motivated team member.

#### Desirable

- Experience using research digital tools and databases (eg REDCap) to store and retrieve information.
- Experience in collaborative project management.
- Experience in managing small teams to achieve agreed goals.
- 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