



Position Description

POSITION TITLE: Project Officer
LOCATION: SAHMRI – North Terrace
REPORTS TO: Senior Project Officer - Aboriginal Families Study
DEPARTMENT: Aboriginal Communities and Families Health Research Alliance
SAHMRI Women and Kids

PURPOSE AND SCOPE OF THE POSITION

This position will be based at **South Australian Health and Medical Research (SAHMRI) Women and Kids** in Adelaide and will work within the **Aboriginal Communities and Families Health Research Alliance (ACRA)** team. ACRA brings together researchers, Aboriginal community members, policymakers, and service providers to facilitate community-driven, culturally respectful research to benefit the intergenerational health of Aboriginal families and communities. You will be working in a dynamic and inclusive team that is committed to ensuring a positive and culturally safe working environment, that values all backgrounds and experiences.

The Project Officer will work as a member of the **Aboriginal Families Study (AFS)** research team to conduct interviews with mothers/other primary caregivers and young people in the Aboriginal Families Study Wave 3. The Aboriginal Families Study is a longitudinal study that investigated the views and experience of mothers having an Aboriginal baby in South Australia between July 2011 and June 2013. The study is now in its third wave and will follow-up with families that have young people between the ages of 14-17 years to investigate the health and wellbeing of young people and their mothers/primary caregivers. The information provided by families will be used to inform policy makers and services, and to advocate for changes to benefit Aboriginal families and communities.

This role will contribute to community engagement; pre-testing of survey questionnaires; undertaking interviews with Aboriginal families in urban, regional and remote areas of South Australia.

KEY RESPONSIBILITIES

The specific duties include:

- Working with other members of the research team to facilitate community engagement and follow-up of families living in urban, regional and remote areas of South Australia, which will include travel and overnight stays.
- Liaising with local community organisations, schools, Aboriginal health services and other local community organisations to facilitate and conduct interviews and yarning circles.
- Initiate contact with families already registered in the study participant database to invite them to take part in the next stage of the study.
- Implementing culturally and ethically sound practices, regarding participant engagement, including procedures for obtaining informed consent.
- Maintaining accurate confidential records of all project-related activities.
- 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** and the **South Australian Aboriginal Health Research Accord**.

SPECIAL REQUIREMENTS

- Some out of hours work and overnight stays for two or more nights will be required.
- DCSI Employment Screening and Police Checks is required.
- Primarily located at SAHMRI Women and Kids, SAHMRI - Adelaide. Regular travel is required in urban, regional and remote locations, expenses will be covered by the workplace. Travel will be undertaken with a team member.
- 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 C



Person Specification

QUALIFICATIONS

- Extensive experience working in Aboriginal and Torres Strait Islander health research and/or communities.

EXPERIENCE, KNOWLEDGE AND SKILLS

Essential

- Experience in Aboriginal health research and/or public health research.
- Experience working with diverse Aboriginal and/or Torres Strait Islander people and their families.
- Experience in maintaining privacy and confidentiality of participant and project information.
- Demonstrated experience in accurate data collection and record keeping.
- Excellent communication skills both verbal and written.
- Demonstrated ability to engage with mothers, young people and families in a respectful and culturally safe manner, including conducting sensitive discussions with empathy, discretion, and strong interpersonal skills.
- Proficient computing skills, including word processing, spreadsheets, internet and email.
- Willingness to learn new skills.
- A 'can do' attitude, friendly and motivated team member.
- 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:
 - **Innovation** – Bold, Driven, Dynamic
 - **Excellence** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

Desirable

- Experience with research administration, databases and/or REDCap.

LICENCES

- Current Driver's Licence