



Position Description

POSITION TITLE: Research and Community Engagement Officer
LOCATION: SAHMRI North Terrace
REPORTS TO: Senior Research Fellow, Social and Emotional Wellbeing
DEPARTMENT: Wardliparingga Aboriginal Health Equity

WARDLIPARINGGA – ABORIGINAL HEALTH EQUITY THEME

At Wardliparingga, our research aims to improve the health and wellbeing of Aboriginal and Torres Strait Islander peoples across Australia.

Wardliparingga is the heart of SAHMRI, located on Kaurna Country. We respect the Kaurna people as the Traditional Custodians of the Adelaide Plains, and we work with Traditional Custodians across South Australia, Australia and overseas.

Wardliparingga's [research programs](#) are guided by priorities identified by Aboriginal communities. Our work follows [community-led principles](#) for doing research in a safe, respectful way.

We work in partnership with Aboriginal communities, groups and organisations, and we are accountable to the people and communities we work with. We focus on practical research that helps improve access to services and the way services are delivered.

PURPOSE AND SCOPE OF THE POSITION

The Research and Community Engagement Officer will support delivery of a project that works with Aboriginal communities, sporting partners and researchers to address racism in sport and its impacts on health and wellbeing.

The position will involve respectful engagement with Aboriginal Community Controlled Organisations, community leaders and sporting organisations. The Research and Community Engagement Officer will help plan and run project activities, support data collection in culturally safe ways, and turn what we learn into clear reports and practical recommendations. Reporting to the Senior Research Fellow, this role will work as part of the Social and Emotional Wellbeing Research team, with strong day-to-day guidance and research supervision.

Prior research experience is not required. The role is suitable for applicants with transferable skills from community services, sport, health, education, government, not-for-profit or other relevant sectors seeking to build a career in research.

Supervisory delegation and reports to this position will be at the discretion of the Co-Theme Leader

SAHMRI considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under sub-s 56(2) of the Equal Opportunity Act 1984 (SA). To be eligible to apply for this position, applicants must identify as Aboriginal or Torres Strait Islander and proof of Aboriginality will be required.



KEY RESPONSIBILITIES

Key duties include:

- Build and maintain strong relationships with Aboriginal organisations, community members, sporting partners and other stakeholders to support project delivery and impact.
- Work in culturally safe ways and follow Aboriginal community engagement protocols. Support the team to apply these protocols in day-to-day project work.
- Coordinate project logistics across partners (for example booking meetings, preparing agendas, taking minutes and tracking actions).
- Support data collection and analysis (qualitative and quantitative) with guidance from the research team.
- Work closely with governance groups, community members and sporting settings to plan, run and review project activities.
- Draft high-quality reports, briefs and presentations for different audiences (community, sporting partners, funders and researchers).
- Contribute ideas to improve how the project is delivered and how findings are put into practice, and support other tasks as needed.
- Complete other duties at the level of the role, as assigned by the Aboriginal Health Equity Co-Theme Leaders.
- 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](#) and
- Australian Vice-Chancellors' committee (AVCC) guidelines and principles of research conduct with vulnerable or disadvantaged groups.
- 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

- Identify as Aboriginal or Torres Strait Islander
- Some out of hours work and travel may be required.
- DCSI Employment Screening and Police Checks may be required.



Person Specification

QUALIFICATIONS

- A qualification in a relevant area (for example Health and Medical Sciences, Public Health, Psychology, Community Services, Education, Sport Management, or similar), or equivalent experience and capability.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience working in culturally safe ways with Aboriginal communities and organisations, including understanding local engagement protocols.
- Knowledge of, and professional experience working with, Aboriginal and Torres Strait Islander peoples and organisations in South Australia.
- Ability to work well in a respectful team and take direction and feedback.
- Strong relationship-building skills, including using existing networks and building new partnerships across community and sport.
- Strong writing skills, including the ability to produce clear, accurate reports, briefs and meeting records, and communicate well with different audiences.
- Desirable: experience supporting projects that collect information from people (for example interviews, yarning, surveys or workshops) and turning this into findings and recommendations. Research experience is welcome but not required.
- Strong organisation and coordination skills to manage competing priorities, keep partners informed, and meet project timelines.
- Commitment to reconciliation, equity and tackling racism, and to working in genuine partnership with Aboriginal and Torres Strait Islander peoples.
- Ability to think strategically and support planning (for example identifying risks, opportunities, and practical next steps with partners).
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Persistent and Focused
 - **Innovation** – Bold, Driven, Dynamic
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

- Current Driver's Licence