



Job Description

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| POSITION TITLE: | Project Officer |
| LOCATION: | SAHMRI North Terrace |
| REPORTS TO: | Co-Theme Leader |
| DEPARTMENT: | Aboriginal Health Equity Theme, Wardliparingga |

ABOUT 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.

SAHMRI is 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.

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

PURPOSE AND SCOPE OF THE POSITION

The Project Officer supports Wardliparingga to deliver projects that strengthen our team and our partnerships. This role supports two scholarship rounds each year, student development activities, and the Wardliparingga Induction Program. The role also supports capability-building activities and helps improve day-to-day business operations.

The Project Officer helps with communications (tools, resources, intranet and website updates) to build and promote the profile of Wardliparingga, and provides coordination support for SAHMRI's Indigenous Collective.

The Project Officer reports to the Co-Theme Leader and works closely with the Co-Theme Leaders, the Business Support team and SAHMRI's Indigenous Collective.

KEY RESPONSIBILITIES

- Provide project and administrative support to the Indigenous Collective at SAHMRI, with guidance from the Co-Theme Leaders. This includes booking and scheduling 6-weekly meetings, preparing agendas and papers, supporting events, and tracking actions after meetings.
- Coordinate two Aboriginal and Torres Strait Islander student scholarship rounds each year. This includes receiving applications, working with South Australian universities and other partners to promote the scholarships, and supporting the review, selection and awarding process.
- Help plan and deliver Wardliparingga's yearly professional development program in Indigenous health research.
- Help coordinate and deliver the Wardliparingga Induction Program.
- Maintain and regularly review the SAHMRI Aboriginal and Torres Strait Islander talent register with the Co-Theme Leaders and Research Manager.
- Help develop and update a yearly media and communications plan for Wardliparingga, with the Co-Theme Leaders, Research Manager and research team. Work with SAHMRI Media and Communications to deliver activities such as social media posts, a quarterly newsletter and other updates.
- Help update the Wardliparingga Aboriginal Health Equity intranet pages.
- Coordinate updates to Wardliparingga's website so content is current and reflects our projects.
- Take part in Wardliparingga initiatives and special projects to improve processes, tools and systems.
- Support the team to ensure research activities and outputs meet the [Australian Code for the Responsible Conduct of Research](#) and the principles of the [South Australian Aboriginal Health Research Accord](#).
- Support mentoring, training and professional development for trainees, students and colleagues, as required.
- Take reasonable care for your own health and safety at work, and help keep others safe.
- Follow Wardliparingga and SAHMRI work health and safety systems, and relevant laws and guidelines.
- Carry out duties in line with SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

SPECIAL REQUIREMENTS

- This position is an Aboriginal and Torres Strait Islander identified role. Applicants must identify as Aboriginal and/or Torres Strait Islander.
- Some out of hours work may be required.
- Occasional travel may be required.
- Employment screening checks may be required, such as a Working With Children Check, Vulnerable Persons Related Employment Screening and a National Police Clearance.



Person Specification

QUALIFICATIONS

- You do not need formal qualifications for this role. Experience in project coordination, administration and/or working with Aboriginal and Torres Strait Islander communities (including co-design) 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 Aboriginal and Torres Strait Islander cultures, and strengths-based approaches to supporting people.
- Knowledge of the health research sector and the academic workforce is desirable.
- Strong relationship management and collaborative skills.
- Strong writing and communication skills, including editing and formatting professional documents.
- Excellent attitude to learning and development, with good organisation skills
- Good computer skills, including Microsoft Word, Excel, Outlook and PowerPoint (and systems such as SharePoint, Oracle and Adobe Acrobat Pro).
- Support SAHMRI's commitment to reconciliation and the importance of working in genuine partnership with Aboriginal and Torres Strait Islander peoples.
- 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