



Position Description

POSITION TITLE:	Senior Project Officer, NIKTT
LOCATION:	SAHMRI, North Terrace, Adelaide
REPORTS TO:	Program Director, NIKTT
DEPARTMENT:	ANZORRG

BACKGROUND

The National Indigenous Kidney Transplantation Taskforce (NIKTT) was established in 2019 to investigate and pilot measures to improve access to, and outcomes from, kidney transplantation for Aboriginal and Torres Strait Islander people. In 2024, in response to a review of the Australian organ donation, retrieval and transplantation system, the Department of Health, Disability and Ageing released the *National Strategy for Organ Donation, Retrieval and Transplantation*. Implementing the NIKTT recommendations is a key portion of Priority area 2 – equitable access for Australians who would benefit from organ transplantation with a focus on Aboriginal and Torres Strait Islander people and those living in rural, regional and remote areas. Entering its next phase, the NIKTT is now transitioning its program of work to the substantive organisations best placed to carry activities forward for the long term within the organ donation and transplantation sector.

PURPOSE AND SCOPE OF THE POSITION

This position is responsible for operational administration of the NIKTT's work program through this transition and is offered for 12 months in the first instance. At its core, the role is about negotiating and coordinating a smooth handover, identifying and securing the right long-term hosts for NIKTT's ongoing work, and managing the practical and relational work of transition alongside them. The incumbent will deliver NIKTT's remaining priorities, including completing community consultation and publication of a data dashboard, and finalising a review of kidney transplantation actions and activities relating to First Nations people. Throughout, the incumbent will work closely with the ANZORRG team, NIKTT's Chairs, and a broad range of community, clinical, and government stakeholders, to ensure NIKTT's work is transitioned well, and its outcomes are documented and disseminated.

This is a role for an all-rounder. Skills required include project management, an understanding of the community environment, and the ability to formulate strategy based on evidence. The successful candidate will be comfortable with written communication and report writing, data interpretation and visualisation, and stakeholder engagement. Strong written and verbal communication skills are essential, as is the ability to work and drive project outputs and milestones to completion independently.

KEY RESPONSIBILITIES

The specific duties include:

- Coordinate the transition of NIKTT's work, including identifying and engaging appropriate long-term hosts for ongoing initiatives, managing the decommissioning of work that will not continue, and communicating with community and clinical stakeholders throughout the transition.
- Complete community consultations for the NIKTT data dashboard, incorporate feedback from the Technical Advisory Group, and finalise the dashboard for broad publication and dissemination to stakeholders.



- Finalise performance reports, including an assessment of progress against the original 35 TSANZ recommendations based on a review of the literature and current initiatives underway across Australia.
- Manage the day-to-day administration of the NIKTT funding contract, including tracking milestones and deliverables, preparing and submitting reports to funders, and maintaining accurate records of contractual obligations through to the completion of the grant.
- Participate in 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 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

- Some out of hours work may be required to address urgent issues.
- Some intrastate or interstate may be required.
- Working With Children Check (WWCC) is required.



Person Specification

QUALIFICATIONS

- Essential: relevant degree in science, health science, public health, or a related field.
- Desirable: project management.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstrated commitment to, and understanding of, issues affecting Aboriginal and Torres Strait Islander peoples' access to health care.
- Knowledge, experience, or engagement with programs around chronic health conditions for Aboriginal and Torres Strait Islander people.
- Well-developed project management skills, including the ability to manage multiple deliverables and stakeholders. Of benefit would be experience seeing through a project transition or wind-down.
- Experience in stakeholder consultation and relationship management, including with community, clinical, and government stakeholders.
- Experience with data visualisation, dashboard development, or presenting complex health data to varied audiences.
- Demonstrated experience in report and proposal writing, including synthesising literature and evidence into clear, actionable recommendations.
- Strong decision-making skills, with the ability to work independently and exercise professional judgement.
- 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

LICENCES

- Not applicable.