



Position Description

POSITION TITLE: Fieldwork Coordinator
LOCATION: SAHMRI – North Terrace
REPORTS TO: ACRA – Post Doctoral Research Fellow
DEPARTMENT: 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.
- 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.
- Opportunity to contribute 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 and overnight stays for two or more nights will be required.
- DCSI Working with Children Check employment screening and National Police Checks are 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 A



Person Specification

QUALIFICATIONS

A relevant tertiary qualification and/or 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.
- 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.
- Proficient computing skills, including word processing, spreadsheets, internet and email.
- Willingness to learn new skills.
- 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.
- 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

Desirable

- Experience with research administration, databases and/or REDCap.
- Experience in managing small teams to achieve agreed goals.
- Experience in collaborative project management.

LICENCES

- Current Driver's Licence