

Position Description

Position title:	Project Officer – Aboriginal Health
Date established:	October 2024
Reports to:	Deputy Director, Partnerships – Aboriginal Health
Direct reports:	None
Employment status:	1.0 FTE; 24 month contract

About the Sax Institute

The Sax Institute is an independent, not-for-profit organisation that improves health and wellbeing by driving better use of evidence in policies, programs and services.

The Institute has an international reputation as an Evidence Specialist, and nearly 20 years' experience in translating research findings into policy drawing on our own expertise as well as that of our more than 60 member organisations. We work with governments, health organisations, research organisations and a network of experts nationwide to analyse policy problems and find the best evidence-based solutions.

About Aboriginal Health Division

The Aboriginal Health Division is a newly formed Division of the Sax Institute. The Sax Institute is deeply committed to advancing the health and wellbeing of First Nations peoples and has a proud history of collaborating with the ACCHS sector and other key stakeholders in research, evaluation and policy. The Sax Institute has worked in partnership with Aboriginal Community Controlled Health Services (ACCHSs) in NSW for more than a decade conducting a program of research that aligns with ACCHS priorities. Our work involves ACCHSs and government partners, as well as multidisciplinary teams of researchers. The program has evolved an integrated approach to using data to generate health improvements and has already resulted in increased knowledge about health and its determinants in Aboriginal children and young people and strengthened services and new programs to improve Aboriginal health through the Study of Environment on Aboriginal Resilience and Child Health (SEARCH). More recently, the program has expanded to focus on other areas of Aboriginal health research including healthy ageing, patient care, food security, evaluation of Aboriginal-led programs and social and emotional wellbeing of their staff throughout the COVID 19 pandemic.

Purpose of position

The primary purpose of this role is to undertake a range of activities, both research and administrative to support the development and delivery of projects in the Aboriginal Health Program. This role is responsible for coordinating/assisting with data collection, managing relationships with partner ACCHSs, assisting with ethics processes and dissemination of research findings.

This position requires a committed and driven Project Officer who can show initiative and innovation, and ensure Aboriginal culture is incorporated into the research conducted.

Key accountabilities are as follows:

Key accountabilities	Performance expectations
Coordinate specific research activities as part of the broader research agenda of the program	<ul style="list-style-type: none"> Organise and assist with Yarning sessions (interviews and workshops) with Aboriginal community members and staff at partner ACCHS and other stakeholders. Assist in training sessions to build capacity of ACCHS staff in conducting research and evaluation of programs. Liaise with Aboriginal communities and assist the program staff to develop tools and resources for ongoing projects
Build relationships and manage communications with stakeholders	<ul style="list-style-type: none"> Develop and maintain effective and productive relationships with partner ACCHSs, and stakeholders Schedule regular meetings with ACCHSs
Assist in the preparation of ethics submissions and manage the ethics applications approval process; Ensures that ethics guidelines and standards are met.	<ul style="list-style-type: none"> Manage data integrity, ensuring confidentiality and the safe storage of records and files (electronic and hard copy). Support the submission of ethics applications (including responding to ethics committees), manuscripts, reports, and presentations to AH&MRC ethics committee for approval and manage communications
Assist with meetings (investigator and CEO meetings), events, workshops and conferences coordinated by the program	<ul style="list-style-type: none"> Schedule regular face-to-face or online Investigator Group and Aboriginal Advisory Group meetings Assist in preparation of agenda papers and project findings to track progress of research. Prepare summary of meeting discussions
Assist with the communication of Aboriginal health research findings	<ul style="list-style-type: none"> Assist in the preparation of findings briefs and power point presentations. Coordinate and participate in meetings and forums with ACCHSs and other partners to disseminate findings. Assist with obtaining approval and collaboration of research outputs (manuscripts, reports, presentation) from partner ACCHSs Develop and maintain digital platforms for sharing research and evaluation and project findings.
Collaborate across the Sax to embed Aboriginal Health in all areas of the institute	<ul style="list-style-type: none"> Coordinate meetings across the Sax Coordinate projects across Sax Collaborate across the Sax for grants and tenders as they emerge

Qualifications, Skills, Experience and Personal Qualities - Selection Criteria

Essential

- Aboriginality is a genuine occupational requirement of this position.
- Demonstrated ability and experience in engaging and collaborating with Aboriginal people and communities,
- Understanding of Aboriginal culture and history and the impact of colonisation on Aboriginal people and communities
- Ability to work both independently, taking initiative and exercising sound judgement in resolving matters that may arise as part of normal daily work.

- Demonstrated effectiveness in communication (face to face, telephone and email).
- Demonstrated organisational and time management skills with attention to detail.
- Proficient in MSOffice suite, in particular, Word, Excel, and PowerPoint.

Desirable

- Degree in health, public health, or other related field with relevant experience in Aboriginal health
- Experience in health and social research and evaluation
- Willingness to learn about Indigenous research methodologies.
- Current NSW driver's license