

Job Description



Position Title	Aboriginal Senior Project Coordinator	Level	B
Reports to (role)	Program Manager, Ear and Hearing Health	Career Stream	Program
Team	Ear and Hearing Health Team		
Location	Cockburn Integrated Health, 11 Wentworth Parade, Success The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Aboriginal Senior Project Coordinator will work closely with the Head – Ear and Hearing Health and Djaalinj Waakinj staff to coordinate Djaalinj Waakinj research projects and clinical support services within Djaalinj Waakinj Ear and Hearing Health Centre. This leadership role will support a culturally safe environment for the Centre staff and Aboriginal community. The role will be responsible for supporting the delivery of high-quality research and individually tailored, holistic supports for Aboriginal families with children with ear health concerns.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Project Coordination	Work closely with the Team Head and Centre staff to: - Operationalise the Djaalinj Waakinj Ear and Hearing Health Centre with processes and procedures that are family-focused, community-led and culturally secure. - Work with team members, the Aboriginal Community Advisory Group and relevant stakeholders to develop/ co-design. family-focussed strategies for the Centre - Develop and maintain relationships with stakeholders to ensure referral pathways exist. - Coordinate the day-to-day management of clinical and research operations, including clinics and ensure contracts and bookings are up to date. - Develop and maintain the project contacts database and mailing list.	- Positive feedback from project children, families and other stakeholders and collaborators. - Accurate and up-to-date project contacts database - Accurate and up-to-date records of project meetings and activities.

	- Plan and support programs, events, meetings (e.g. Djaalinj Waakinj team meetings) and workshops. - Identify and provide appropriate information, support and resources to participating children, families, Elders, community members and service providers.	
Communication and Relationship Management	- Build and maintain relationships with the Aboriginal Community Advisory Group. - Work collaboratively to promote and build the reputation of Djaalinj Waakinj Ear and Hearing Health Centre and the Ear Health Research Team with the community, stakeholders, service providers and researchers. - Build and retain professional relationships with Aboriginal families. - Communicate and liaise with line manager and multi-disciplinary team. - Disseminate information throughout research group. - Contribute to the production of annual and other reports and publications. - Attend seminars, conferences and workshops as required and present service results. - Draft Centre reports on project outcomes. - Produce quarterly reports of project for investigator team and consumer groups.	- Feedback from team members at regular team and project meetings. - Feedback from stakeholders.
Research Management	- Provide a cultural lens to the project team and provide feedback and input to support the team to ensure that community consultation and research is culturally secure. - Document study procedures including eligibility criteria. - Support ethics applications and amendments. - Collection of study related data according to the study protocol with adherence to GCP guidelines. - Work with study coordinator to ensure study related documentation is accurate and updated regularly. - Support the development and implementation of new research projects. - Support other research projects in the Ear and Hearing Health team as required.	- Outcomes- data meets project objectives. - Feed outcomes into broader Ear Health Program. - Measured by favourable feedback from team members and stakeholder.
Leadership	- Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables articulated within applicable Work Plans and identified projects, whilst maintaining a high level of service for business-as-usual activities. - Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed.	- Staff understand and embrace organisational culture, directions, goals and client service ethos. - Staff are aware of their responsibilities and expectations in their roles.

	• Hold direct reports accountable to their responsibilities and results. • Be a role model for effective and positive leadership which is ethical, inclusive, results driven and future-oriented. • Lead by example by demonstrating behaviours that are respectful, promote equity and inclusion for all and work towards eliminating direct or indirect forms of discrimination. • Foster a culture of transparent, effective, timely and appropriate internal and external communication. • Effectively manage change management processes, encouraging innovation, diversity and continuous improvement. • Support the professional development of staff through coaching, mentoring, training and collaboration opportunities.	• Staff feel supported, engaged and safe to raise concerns.
Workplace Safety	• Ensure effective management, monitoring and awareness of the Institutes health and safety risks as well as support its regulatory and compliance obligations in accordance with WHS legislation. • Lead and champion behaviours the uphold the health and safety of all Institute people and operations. • Understand, anticipate and manage key HSW risks for all Institute activities in area of responsibility. • Facilitate work design, environments, systems and allocate resources to manage psychosocial hazards and promotes a safe, healthy and inclusive workplace.	• Employee Engagement surveys reflect our commitment to health, safety and wellbeing outcomes. • Critical Risks and agreed actions pertaining to area of responsibility are understood and managed <u>pro-actively</u>. • Open and transparent reporting of health, safety and psychosocial incidents within area of responsibility.

ESSENTIAL CRITERIA

Pursuant of Section 50(d) of the Equal Employment Opportunities Act 1984, the occupant of this position must be of Australian Aboriginal and Torres Strait Islander descent.

Qualifications:	Qualification in health-related field or equivalent experience
Essential Skills, Knowledge & Experience:	• Pursuant of Section 50 (d) of the <i>Equal Opportunity Act 1984</i>, the occupant of this position must be of Aboriginal descent. • Knowledge and understanding of Aboriginal health and wellbeing and the challenges facing Aboriginal people in accessing services and programs. • Demonstrated experience in Aboriginal community engagement and developing relationships. • Demonstrated experience undertaking and delivering a health-related service and/or projects. • Ability to work within a multi-disciplinary team.

	• High level of interpersonal, verbal and written communication skills. • Self –management and high personal motivation. • Computer literacy – familiarity with computer systems including excel and electronic data capture.
Desirable Skills, Knowledge & Experience:	• Qualification in health related field or equivalent experience. • Basic knowledge and interest in ear health. • Experience working in a clinical health environment. • Knowledge and/or experience in health research.

DIRECT REPORTS	Aboriginal Researchers (up to 3)
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Approved by:	Melinda Edmunds, Program Manager
Date approved:	02/07/2026
Reviewed by P&C:	02/07/2026