

Job Description



Position Title	Government and Community Liaison Officer	Level	B
Reports to (role)	Head, Human Development and Community Wellbeing	Career Stream	Program
Team	Human Development & Community Wellbeing		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

This position forms part of an NHMRC Synergy Grant-funded research project, The Western Australian Aboriginal Child Health Survey (WAACHS) Linked Data Study, which aligns with the Institute's strategic commitment to First Nations Health and Equity. The role will be embedded within the Human Development and Community Wellbeing (HDCW) team and work in close collaboration with the Kulunga Aboriginal Unit. A key responsibility will be to build and maintain positive, mutually beneficial relationships across the Institute, government agencies, non-government organisations, policy makers, and community groups. The position will also provide secretariat support to the Aboriginal Steering Committee, support capacity building, and contribute to translating research findings into meaningful policy and practice.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Community and Stakeholder Engagement	- Build and maintain strong networks and working relationships across the Institute and with external project collaborators, members of the Aboriginal Steering Committee and Study Investigators. - Identify WAACHS Study partners such as Aboriginal Community Controlled Organisations (ACCO'S), Government Departments and those in the Non-Government Sector for engagement and involvement in the WAACHS Study. - Provide opportunities for effective communication and information sharing with partners and the study team. - Provide secretariat support for Steering Committee meetings, forums and other activities as required. - Support the coordination of community consultation/feedback events including	- Successful engagement of partner organisations. - Strong relationships with partner organisations developed and maintained. - Formal and informal feedback from internal and external partner organisations. - Accurate, timely and quality advice. - Effective meetings with high levels of engagement.

	interviews, workshops and focus groups locally and in WA regions. Participate in relevant committees and working groups as required.	
Knowledge building and knowledge transfer	- Attend relevant forums and meetings that will inform and support the achievement of the objectives of the WAACHS Study, as required. - Support the research team in keeping up to date on trends in health and human services related to the WAACHS Study. - Work with the Kulunga Aboriginal Unit and HDCW team in translating research outputs and research communication into culturally appropriate language for communities. - Contribute to the development of a WAACHS translation and communication strategy.	- Accurate, timely and quality advice provided to study Investigators and research team. - Consistent and direct positive feedback from study stakeholders. - Positive outcomes for Aboriginal families.
Capacity building	- Assist the WAACHS Study with the engagement, support, capacity building and mentoring of Aboriginal students. - In collaboration with Kulunga Aboriginal Unit, ensure the WAACHS project maintains adherence to Aboriginal research standards. - Engage with other project tasks and participate in professional development activities as directed.	- Students are engaged and integrated into the study. - Student satisfaction. - Positive feedback from supervisor and stakeholders.
Workplace Safety	- Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. - Identify and assess workplace hazards and apply hazard controls. - Report every workplace injury, illness or near miss, no matter how insignificant they seem. - Abide by Institute policies and procedures.	- Responsibilities are embedded in work practices. - Hazards are effectively managed or reported. - Accidents and incidents are reported in a timely manner. - All applicable safety policies and procedures are sought.

ESSENTIAL CRITERIA

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

Qualifications:	Undergraduate degree (or equivalent) in health services, social sciences, policy, or another related field.
Essential Skills, Knowledge & Experience:	- Experience working within government, research or the community sector. - Excellent oral and written communications skills, including the ability to effectively and sensitively liaise and communicate with Aboriginal and Torres Strait Islander people and communities.

	• Demonstrated ability to be self-motivated and work autonomously and as part of a team, with a flexible, positive and collaborative approach. • Evidence of relationship management skills. • Good computing skills and proficiency with MS Office software. • Understanding of current Aboriginal and Torres Strait Islander health priorities, social and cultural determinants of health, and different health service delivery settings. • Demonstrated organisational skills, including ability to plan, prioritise, make decisions, meet deadlines and manage resources. • Availability to travel to regional areas of WA for short periods at a time. • A current C Class driver's license. • Must hold, or be eligible to obtain, a valid Working with Children Check.
Desirable Skills, Knowledge & Experience:	• Experience working in research projects • Project management skills

DIRECT REPORTS	0
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Approved by:	Head, Human Development and Community Wellbeing
Date approved:	17/08/2026
Reviewed by P&C:	25/08/2026