

Job Description



Position Title	Community Engagement Coordinator	Level	B
Reports to (role)	Kulunga Operations Manager	Career Stream	Professional
Team	Kulunga Aboriginal Unit		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

This role will work in collaboration with the Head of Kulunga to achieve key priorities and goals outlined in the Institutes Strategic Plan – Research Reimagined and The Standards into the Conduct of Aboriginal Health Research. The Community Engagement Coordinator will act as the connector between our families, communities, external stakeholders and Institute teams by creating links, partnerships, networks and building relationships. This position will also help coordinate planning, implementation and evaluation of research within the Institute. The focus of the role is to guide families, community members and Research Teams to work in partnership and to make informed decisions about research priorities, protocols and practice.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Community Engagement	- Strengthen local Aboriginal and Torres Strait Islander communities and support the community to achieve their own priorities and wellbeing outcomes. - Assist with training of Standards for the Conduct of Aboriginal Research for staff. - Assist the Kulunga team to develop, implement and evaluate strategies, policies and initiatives that address needs of the Aboriginal and Torres Strait Islander Community. - Help to coordinate and evaluate special events and celebrations as relevant to the Aboriginal and Torres Strait Islander community including NAIDOC and Reconciliation Weeks in collaboration with Communications team including the Kids STEM festival. - Provide meaningful opportunities for Aboriginal and Torres Strait Islander	- Community Engagement Workplan in Perth and regions associated with The Kids research. - Network of strategic alliances, partners and stakeholders developed and maintained. - Evidence of active Aboriginal presence in development of Institute policies and plans. - Formal and informal feedback from internal and external stakeholders.

	people to contribute to and engage in community development programs and research projects.	• Participation in events and celebrations
Enhance Cultural Integrity of Institute Research	• Deep commitment to building the capacity of Aboriginal People and communities in health research. • Ensure Institute policy, planning and decision-making are inclusive of community wisdom, research and data, which together form best practice and evidence. • Act and communicate sensitively and effectively with Aboriginal Peoples and have knowledge and understanding of their history and cultures. • Act as a point of contact between staff and families of various cultural backgrounds to ensure a culturally competent and safe interaction.	• Leadership in creating and maintaining a culturally safe environment for Aboriginal people and researchers. • Network of strategic alliances, partners and stakeholders developed and maintained. • Evidence of active Aboriginal presence in development of Institute policies and plans.
Research Support and Promotion	• Coordinate the development, delivery and of The Kids research. • Advise Managers and other key stakeholders and work with teams to disseminate documents on issues relevant as related to research projects. • Represent The Kids Kimberley team at working parties, committees and conferences as required. • Monitor and, where required, update relevant information of The Kids research projects.	• Feedback from internal and external stakeholders. • Well thought-out and delivered promotional activities related to research.
Project Management and Governance	• Support aspects of project planning, development and establishment for a range of research initiatives across the project, to ensure projects are planned, resourced and implemented to quality standards and within agreed scope. • Provide quality written documents including briefing notes and project management documentation. • Ensure project governance mechanisms are in place for all projects in the portfolio. • Help develop policies and procedures to guide projects within the team and ensures compliance with all Institute policies and procedures where applicable. • A requirement of this position is that the incumbent may be required to undertake various other duties as directed.	• Clear workplans and milestones developed. • Ability to simultaneously coordinate and deliver multiple projects/strategic opportunities, which may be complex and interconnected. • Ensure high quality of written communication. • Compliance with Institute policies. • Formal and informal feedback from internal and external stakeholders.
Collaboration and Stakeholder Management	• Build sound networks and relationships to facilitate effective communication, information sharing and increased understanding of culturally appropriate practice between the Institute and communities. • Establish and maintain stakeholder relationships through effective communication, negotiation and issue	• Formal and informal feedback from internal and external stakeholders. • Accurate, timely and high-quality advice provided to researchers, project

	management to engage stakeholders, in order to develop new initiatives and ensure successful outcomes.	managers in the program. • Successful engagement of collaborators.
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 Employment Opportunities Act 1984, the occupant of this position must be of Australian Aboriginal and Torres Strait Islander descent.

Qualifications:	Tertiary qualification in a relevant field (such as business administration, project management, Community engagement/services) or relevant work experience in Community Engagement.
Essential Skills, Knowledge & Experience:	• Relevant experience in an administrative, project management or business capacity. • An understanding and ability to articulate Aboriginal self-determination, community advancement and capacity building, as well as to a high quality of service delivery and organisational excellence. • An understanding of Aboriginal research, research design and application across diverse cultural settings. • Strong cultural awareness of varying cultures that reside within Western Australia. • Experience in working with Aboriginal communities and multiple stakeholders, including demonstrated ability to consult with community and represent community views and interest. • Great people skills with the ability to develop strong internal and external relationships, including ability to communicate in a confident, assertive, and non-aggressive manner and ability to manage conflict. • Ability to work under pressure and manage competing deadlines. • Demonstrated ability to be self-motivated and work autonomously and as part of a team, with a flexible, positive and collaborative approach.

DIRECT REPORTS	0
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Approved by:	Head of Kulunga
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Date approved:	27.02.2026
Reviewed by P&C:	27.02.2026