

Job Description



Position Title	Aboriginal Project Coordinator	Level	B
Reports to (role)	Team Head, Infectious Disease Epidemiology	Career Stream	Program
Team	Infectious Disease Epidemiology		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Aboriginal Project Coordinator will work in collaboration with the research team to provide cultural input on several epidemiology-based research projects. Day-to-day activities will include assisting with Aboriginal community and key stakeholder engagement, supporting the facilitation of the projects under the guidance of project leads including data collection and management, and knowledge translation activities to ensure we work closely with and report back to community.

Specifically, this role will assist in the facilitation of projects to understand the community awareness of respiratory infection, (particularly respiratory syncytial virus (RSV) and immunisation.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Research Project Support	• Provide input on research questions and methods. • Assist with preparing research protocols for submission to ethics for new projects. • Provide input into interpretation of results based on population-based data with context to Aboriginal populations. • Recruit and enrol participants into prospective projects as per the research guidelines. • Provide support and cultural advice to the research team involved in recruiting participants. • Act as a point of contact between staff and participating families. • Co-facilitate qualitative interviews and yarns with other team members. • Actively contribute to annual WA Aboriginal Health Ethics Committee (WAAHEC) reports and other reporting processes.	• Positive feedback from project leads. • Feedback on protocols in a timely manner. • Interviews and yarns completed within project timelines. • Project records and engagement logs completed in a timely and legible manner.

Community Engagement, Relationship Building	• Support the development of positive relationships between the research projects and Aboriginal Elders, families and communities. • Develop and maintain strong working relationships with local, state and national Aboriginal health and medical services. • When possible, liaise with and support relevant Aboriginal Community Advisory Groups in strengthening the cultural safety and cultural respect of the research projects and assist in implementing action items.	• Feedback from internal and external stakeholders. • Establishment and maintenance of relationship with local services. • Effective engagement with collaborators, communities and other project partners.
Knowledge Translation	• Identify opportunities for knowledge translation. • Contribute to the development of resources, research project newsletters, information letters, posters and other materials. • Provide input into design and implementation of knowledge translation activities, ensuring content is accessible for Aboriginal communities and that content is effectively communicated and understood. • Contribute to the development of workshops, community forums, events and training opportunities with local, state and national Aboriginal health and medical services.	• High quality of written outputs. • Successful knowledge translation events. • Positive feedback from line manager and project leads.
Cultural Safety & Capacity Building	• Provide feedback and input to support the team to ensure that community engagement and consultation is culturally secure. • Ensure the team's research activities align with cultural values, protocols and practices and provide guidance on culturally appropriate data collections and dissemination methods.	• Accurate, timely and high-quality advice provided to the project team. • Accurate and up to date records of project activities. • Positive feedback from supervisor, team members and other stakeholders.
Development and Team Membership	• Undertake professional development training as required for specific projects (e.g., Good Clinical Practice, Aboriginal Research Standards Training). • Participate in team meetings, providing constructive feedback on research projects, ideas and presentations of other team members. • Work collaboratively with the team to ensure the research is conducted in a culturally safe way this is respected by the community.	• Number of training sessions attended. • Positive feedback from team members.
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.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported.

	- 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 The Kids Research Institute Australia policies and procedures.	- Accidents and incidents are reported in a timely manner. - All applicable safety policies and procedures are sought, understood and implemented.
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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:	Relevant qualification highly desirable (e.g., Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice or a Bachelor of Biomedical Science (Aboriginal Health and Wellbeing)) and/or equivalent experience in the health and community sector.
Essential Skills, Knowledge & Experience:	- Experience in the health sector, the community sector or other relevant experience. - Demonstrated knowledge and interest in understanding of Aboriginal health and wellbeing. - Demonstrated experience in building relationships and working collaboratively with key stakeholders at various levels. - Demonstrated ability to set goals, manage multiple priorities and meet deadlines. - Well-developed written and oral communication skills. - Sound computer and word processing skills. - Ability to work independently as well as part of a larger research team. - Working with Children Check (WWCC). - Current "C" class driver's licence and willingness and ability for regional travel.
Desirable Skills, Knowledge & Experience:	- Demonstrated experience in undertaking epidemiology-based research projects and/or project coordination (e.g., involvement in conducting interviews, yarns etc). - Understanding of infectious diseases and immunisation.

DIRECT REPORTS	0
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Approved by:	<i>Program Manager, Infectious Diseases Epidemiology</i>
Date approved:	31.10.25
Reviewed by P&C:	31.10.25