

Job Description



Position Title	Aboriginal Senior Project Officer	Level	C
Reports to (role)	BREATH Program Manager	Career Stream	Program
Team	Building Respiratory Equity for Aboriginal and Torres Strait Islander Health (BREATH) Team		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The purpose of this position is to support the facilitation of research projects within the BREATH team. Responsibilities will include assisting with participant recruitment of non-Aboriginal and Aboriginal and Torres Strait Islander people, community engagement, data collection, and supporting the team to ensure the project is conducted in a socially and culturally safe manner. The Aboriginal Senior Project Officer will also be required to support and contribute strategic advice to the BREATH team and Aboriginal Advisory Committee to facilitate cultural safety within the BREATH team projects.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Community Engagement	<ul style="list-style-type: none"> • Help liaise with Aboriginal communities and provide advice and guidance to projects within the BREATH Team to assist with relationship building with Aboriginal and Torres Strait Islander community members, families and stakeholder organisations. • Help ensure community engagement and cultural navigation is undertaken in an appropriate manner and aligns with cultural perspectives. • Facilitate appropriate community consultation with Aboriginal voices being central to relevant projects. • Travel to regional communities where required and assist with building relationships with local champions. • Attend and lead BREATH Team community events that have an Aboriginal and Torres Strait Islander focus. • Support the Kids Easy Breathing Study (KEBS) Aboriginal Advisory Committee and Steering Committee with culturally safe support. Coordinate monthly meetings, minutes and other administrative tasks. 	<ul style="list-style-type: none"> • Feedback from internal stakeholders, families and community members. • Well communicated and coordinated activities. • Active engagement of Aboriginal and Torres Strait Islander people in the program and research. • Evidence of active Aboriginal presence in projects that involve Aboriginal community. • Flexibility and willingness to assist as required.

	<ul style="list-style-type: none"> Support the team in maintaining a culturally safe environment for Aboriginal people and researchers. 	
Participant Recruitment	<ul style="list-style-type: none"> Assist with the recruitment of participants in KEBS and other BREATH Team projects. Provide information and explain the studies to potential participants' families. Obtain informed consent from families to participate in research. Administer study questionnaires in a culturally appropriate manner. Build and retain a professional rapport with participants' families. Ensure a priority is placed on confidentiality, sensitivity, and cultural safety. 	<ul style="list-style-type: none"> Quality of and timeliness of delivery. 100% compliance of research activities. Participant engagement from Aboriginal and Torres Strait Islander families.
Data Collection, Research Implementation & Management	<ul style="list-style-type: none"> Administer study questionnaires in a culturally appropriate manner. Assist with obtaining ethics approval to work with Aboriginal and Torres Strait Islander people and contribute to amendments and progress reports. Ensure compliance with Indigenous project governance and the Aboriginal & Torres Strait Islander Research Standards. Assist with entering and checking data in online databases. Provide quality written documents. Support culturally appropriate interpretation of the data. Maintain records for the project according to Good Clinical Practice Guidelines. 	<ul style="list-style-type: none"> High quality databases and documents as measured by quality checks and audit. Accurate and confidential management of participant data. Compliance with research data management requirements and reporting. Feedback from Program Manager. Accuracy and timeliness of documentation and records.
Knowledge Transfer & Research Translation	<ul style="list-style-type: none"> Share results and communicate information about the project in a language and format appropriate for a wide range of audiences, including Aboriginal and Torres Strait Islander communities, families, strategic project partners, service providers and policy makers. Build networks with other researchers and personnel working in related areas. Provide progress reports for funders. Report and share evaluation and research results with the Aboriginal and Torres Strait Islander communities and stakeholders using relevant and appropriate mediums and formats. Document and support dissemination of research findings through peer-reviewed publications and conferences. Support and promote the translation of research findings into practice, policy and program development where relevant. Support the development of future research grants to further the BREATH Team's objectives. 	<ul style="list-style-type: none"> Evidence that results are shared with communities and stakeholders. Collaborative research networks established and maintained.

Development & Team Membership	<ul style="list-style-type: none"> • Foster a culture of transparent, effective, timely and appropriate internal and external communication. • Provide strategic advice, support and cultural guidance to team members within the BREATH Team. • Work cohesively and collaboratively with others, both internal and external members. • Undertake professional development training as required for specific projects. • Contribute cultural expertise to support the cultural sensitivity of the team and project. 	<ul style="list-style-type: none"> • Feedback from team members. • Acknowledged as working collaboratively and effectively.
Workplace Safety	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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, understood and implemented.

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:	A Bachelor level qualification in science, health science, public health or a related field, or demonstrated relevant experience.
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Demonstrated knowledge and understanding of Aboriginal culture, health and wellbeing. • Demonstrated capacity to work with Aboriginal communities to understand and respond to their needs. • Demonstrated experience in providing health information to communities, families and individuals in a culturally appropriate way. • Strong verbal and written communication skills. • Well-developed computer literacy (MS Office suite). • Strong attention to detail and organisational skills, including demonstrated ability to set goals, develop priorities and meet deadlines. • Ability to visit community organisations and stakeholders to promote and recruit for the project. • Experience in facilitating training and community meetings. • Obtaining and maintaining a Western Australian Working with Children Check is mandatory. • A current Western Australian C Class Driver's Licence is required for this role.

	<ul style="list-style-type: none"> • Ability to work independently as well as part of a multi-disciplinary team. • Ability to work with and respect diverse people, including Aboriginal, culturally diverse and gender diverse people.
Desirable Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Strong interest in Aboriginal Health and/or Child Health Research. • Paediatric experience. • Previous research experience. • Understanding respiratory health and the impact of disease. Lived experience of living with a family member with chronic lung disease.

DIRECT REPORTS	0
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Approved by:	<i>BREATH Program Manager</i>
Date approved:	08.12.25
Reviewed by P&C:	15.12.25