

Job Description



Position Title	Manager, Aboriginal Research Support	Level	C
Reports to (role)	Head of Kulunga	Career Stream	Professional
Team	Kulunga Aboriginal Unit		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Manager, Aboriginal Research Support will work closely with the Head, Kulunga in the operationalisation and achievement of key priorities and goals outlined in the Institute's Strategic Plan Research Reimagined and The Aboriginal Employment Career Development Strategy (AECDS). In consultation with the Head. This role will lead the researcher support focus area including ethics, Aboriginal governance & grants across the research cycle, facilitate the Aboriginal Standards training including the embedding of Indigenous data Sovereignty, lead the Communication focus area by working closely with the Communications teams to recognise and acknowledge significant dates in the Aboriginal calendar and bring a cultural and community lens to media releases, publications & journals, and Co-Lead implementation of the Aboriginal Employment Career Development Strategy.

This position will also create and manage networks and relationships with key stakeholders both internally and externally to facilitate effective communication with researchers, research participants and community members.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Relationship Building	<ul style="list-style-type: none"> Develop and maintain strong working relationships with research teams, professional services staff, service providers and communities. Build and develop positive and mutually beneficial relationships with relevant external stakeholders, policy makers and community groups. Support a culture of excellence in Aboriginal health research. 	<ul style="list-style-type: none"> Positive feedback from project stakeholders, collaborators and colleagues.
Improvement Programs and Projects	<ul style="list-style-type: none"> Take the lead in the development and implementation of existing and new 	<ul style="list-style-type: none"> High quality outputs that are responsive applicable to

	<p>processes including the Aboriginal Research Standards process.</p> <ul style="list-style-type: none"> • Support Kulunga to deliver better value and greater efficiency through the identification and elimination of unnecessary complexity within business processes. • Assist in development of a measurement tool for Kulunga team workflow efficiency • Review, develop and implement Kulunga improvement programs and projects in line with agreed project management processes. • Develop and provide required information for progress reports relating to ethics, governance, communication and other study requirements. • Undertake research, analysis and evaluation on matters in relation to programs, service improvements and outcomes and present recommendations to the Head Kulunga. • Work in partnership with People & Culture to support the delivery of evidence-based, culturally respectful, and relevant training and development activities. • Actively represent the institute at relevant forums, seminars and conferences. 	<p>stakeholder needs and comply with all relevant regulatory requirements.</p> <ul style="list-style-type: none"> • Positive feedback from project stakeholders and collaborators. • Support the evaluation of activities through accurate documentation and record keeping.
Research Support	<ul style="list-style-type: none"> • Advise research teams Aboriginal Standards guidelines and process including art procurement, honorariums, communication, WAAHEC, community engagement and capacity building. • Assist in the delivery of events and programs in line with The Kids Strategic Plan, AECDS and identified Aboriginal community need. • Assist with letters of support in consultation with Head of Kulunga. • Attend Aboriginal Health planning forums. • Co presentations of the Aboriginal Research Standards internally and to external organisations. • Support researcher community engagement program of work. • Work collaboratively with working group on Indigenous data sovereignty. • Develop community engagement training program. • Support the Aboriginal Research Network and Aboriginal Community of Practice. 	<ul style="list-style-type: none"> • Meet AECDS deliverables. • Feedback from supervisor and stakeholders
Leadership	<ul style="list-style-type: none"> • Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables articulated within applicable Work Plans and identified 	<ul style="list-style-type: none"> • Staff understand and embrace organisational culture, directions, goals and client service ethos.

	<p>projects, whilst maintaining a high level of service for business as usual activities.</p> <ul style="list-style-type: none"> • Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed. • 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. 	<ul style="list-style-type: none"> • Staff are aware of their responsibilities and expectations in their roles. Staff feel supported, engaged and safe to raise concerns.
Workplace Safety	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 pro-actively • 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:	<ul style="list-style-type: none"> • Minimum of a diploma in vocational education and training, project management, health or social sciences, health care or other relevant discipline. • Undergraduate degree in health or medical science or related field or relevant experience (desirable).
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Relevant experience in an administrative, project management or business capacity. • An understanding and ability to articulate Aboriginal self-determination, community advancement and capacity



	<p>building.</p> <ul style="list-style-type: none">• A highly developed understanding of Aboriginal research, research design and application across diverse cultural settings.• Experience in managing research projects, including grant and ethics processes, encompassing multiple stakeholders with a clear track record of success in completing key objectives on-time and within budget.• Highly organised with demonstrable experience creating and maintaining complex filing or record keeping systems• Comprehensive knowledge and understanding of Aboriginal culture.• Experience in the delivery and facilitation of training activities.• Understanding of academic pathways including Higher Degree by Research programs.• Ability to work independently, take initiative, and work within a team.• Excellent verbal and written communication skills, including demonstrated interpersonal skills and a proactive attitude to relationship building with relevant stakeholders.• Evidence of well-developed problem-solving ability.• Experience working in Indigenous health or other low-resource settings.• Demonstrated ability to work with culturally and linguistically diverse people.
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DIRECT REPORTS	Community Engagement Coordinator x 1
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Approved by:	Head, Kulunga
Date approved:	27.02.2026
Reviewed by P&C:	27.02.2026