

Job Description



Position Title	Aboriginal Project Coordinator	Level	B
Reports to (role)	Manager, Capacity and Capability	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 Aboriginal Project Coordinator will be responsible for supporting the development and the coordination of the Aboriginal Student Leaders Program in line with the Aboriginal Employment Career Development Strategy. This position will work closely with the Manager Capacity and Capability to develop and deliver student engagement activities, facilitating awareness and supporting a streamlined career pathway for Aboriginal staff & students.

A key focus of this position will be to build and maintain strong internal and external relationships with the research teams and professional services across the Institute, university representatives, students and other key stakeholders.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Program Management	<ul style="list-style-type: none"> Oversee the planning and scheduling of the student program workshops, including but not limited to booking meeting rooms, scoping and scheduling workshop facilitators, coordinating students, sending calendar invites, develop agendas, organise catering. Assist with the application process and onboarding of students into the program. Support the development and implementation of program evaluation activities. Assist the Capacity Building Manager to obtain accurate record keeping and reporting back to funding bodies. Foster a culture of transparent, effective, timely and appropriate internal and external communication. As required, undertake various other duties as directed. 	<ul style="list-style-type: none"> Clear workplans and milestones developed. Formal and informal feedback from internal and external stakeholders Accuracy and quality of documentation and records. Successful onboarding of students. Tasks are communicated and completed in a timely manner.
Stakeholder Engagement	<ul style="list-style-type: none"> Establish and maintain relationships with key stakeholders within each WA University Aboriginal Centres to support student engagement. 	<ul style="list-style-type: none"> Formal and informal feedback from internal and external stakeholders.

	<ul style="list-style-type: none"> • Support the Capacity Building Manager to scope and engage workshop facilitators internally and externally. • Develop a comprehensive understanding of current and upcoming student research project opportunities across the Institute. 	<ul style="list-style-type: none"> • Scheduled meetings and established relationships. • Internal record keeping/database.
Student Engagement	<ul style="list-style-type: none"> • Work closely with the Student Services Team (P&C) to develop and implement student engagement activities and events throughout the year. • Create opportunities for Aboriginal students to build their skills and knowledge of research and careers in research. • Assist with the development of communication materials for students. • Review current processes around student engagement activities and offer solutions toward process improvement. • Build trust and rapport with students, encouraging them to be able to approach this role for help / assistance. • Support the coordination and administration of student funding opportunities such as Scholarships, Cadetships and Internship offers. 	<ul style="list-style-type: none"> • Successful engagement of students across WA Universities. • Students feel supported and engaged.
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:	<ul style="list-style-type: none"> • Relevant experience in project management, program planning or coordination • Experience in research, the health sector, the community sector or other relevant work experience
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Experience working with Aboriginal and Torres Strait Islander students, researchers and stakeholders.

	<ul style="list-style-type: none"> • Demonstrated experience in managing multiple schedules, coordinating events and meeting deadlines. • Experience in the development and delivery of training. • Ability to adapt to evolving project demands and demonstrated flexible approach to achieve objectives. • Excellent interpersonal, written, and verbal communication skills to support group interaction, including effective communication with a broad range of stakeholders. • Well-developed computer literacy. • Demonstrated ability to be self-motivated, use initiative and work autonomously and as part of a team, with a flexible, positive and collaborative approach.
Desirable Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • A developed understanding of Aboriginal research and HDR pathways desirable • Current “C” class driver’s licence and willingness to travel within metro areas to WA Universities and other student engagement events throughout the year

DIRECT REPORTS	0
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Approved by:	Head, Kulunga Aboriginal Unit
Date approved:	27.02.2026
Reviewed by P&C:	27.02.2026