

Job Description



Position Title	Project Coordinator, Australian Alliance for Indigenous Genomics (ALIGN)	Level	B
Reports to (role)	Director, First Nations Strategy and Leadership	Career Stream	Program
Team	Executive		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Project Coordinator, with support from the Australian Alliance for Indigenous Genomics (ALIGN) Operations Manager and coordination team, will develop and implement the WA node and flagship operational plan and key deliverables. This role will provide support in ensuring the WA ALIGN node's key deliverables are successfully achieved, including the support of local Indigenous governance structures, relationship management, financial management, developing and coordinating capacity building initiatives and developing local and national Indigenous genomic and rare diseases policies.

KEY RESPONSIBILITIES

Key responsibilities	Tasks required to achieve key responsibilities	Measures
Community Engagement & Capacity Building	<ul style="list-style-type: none"> Identify, engage, and consult respectfully with Aboriginal and Torres Strait Islander Communities, health services and other key stakeholders to build their genetic, genomic and rare disease health and research understanding, participation in, and leadership within the WA node and ALIGN Central. Undertake and upkeep relevant cultural awareness and cultural safety training. In consultation with the ALIGN Operations Manager, develop a WA capacity building plan and implement key capacity development programs throughout each year. 	<ul style="list-style-type: none"> Formal and informal feedback from internal and external stakeholders and community. Network of partners and stakeholders developed and maintained.
Operational and Project Management Support	<ul style="list-style-type: none"> Support the WA node members in the implementation of the operational plan, including KPIs, budgets, risks, and reporting requirements with relevant partners and service providers. Support the WA Aboriginal Governance Committee (WAAGC) to advise on genetic health and genomic and rare diseases issues relevant to local Communities and health services. In partnership with the WAAGC identify and collate data governance and sovereignty issues, priorities, preferences and models so that Indigenous peoples and views are at the forefront of local and national policy development. 	<ul style="list-style-type: none"> Ensure full compliance of research activities. Clear workplans and milestones developed. Accuracy and quality of documentation and records. Tasks are communicated and

	<ul style="list-style-type: none"> • Support the implementation of a WA policy forum and processes that allow for Indigenous genomic and rare diseases policies to be developed locally and can be integrated at a national level through the WA ALIGN node. • In consultation with the ALIGN team and WA node investigators, identify and support the appointment of appropriate PhD candidates and research staff. • Continue the development of the WA and national “Roadmap to Benefit for Indigenous Australians”. • Provide secretariat support the WA node and WAAGC including setting up committee meetings, preparing agendas and minutes. • Undertake intra- and inter-state travel as required. 	<p>completed in a timely manner.</p> <ul style="list-style-type: none"> • Feedback from supervisor and team. • Evidence of active Aboriginal presence in development of policies and plans. • Compliance with Institute policies.
Financial Support and Reporting	<ul style="list-style-type: none"> • Ensure record keeping and financial accountabilities such as preparing and monitoring project specific budgets and expenditures. • Contribute to the ALIGN reporting system that incorporates input and KPI delivery from the WA node. • Assist in the co-design of an evaluation and impact framework that can measure the node’s progress, outcomes/impacts, and benefits for Aboriginal and Torres Strait Islander peoples. 	<ul style="list-style-type: none"> • Reporting systems co-developed and effectively utilised. • Evaluation and impact framework developed and effectively utilised. • Accuracy and quality of documentation and records. • Feedback from supervisor and stakeholders.
Stakeholder Engagement and Collaboration	<ul style="list-style-type: none"> • Effectively communicate with, and influence, a wide range of stakeholders to drive WA ALIGN node’s initiatives and impact. • Contribute to the writing of publications and other dissemination including presentations and layperson communications. • Participate in the ALIGN node co-ordinators’ Community of Practice forum and activities. 	<ul style="list-style-type: none"> • Feedback from stakeholder, collaborators and project team.
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 The Kids Research Institute Australia 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

This opportunity is offered in accordance with section 51 of the Equal Opportunity Act 1984 and candidates of Aboriginal and Torres Strait Islander descent who meet the selection criteria for this role will be prioritised for appointment.

Qualifications:	Tertiary qualification in a field such as Business administration, project management, bio-medical science, public and/or population health, health and research policy, Aboriginal and/or Torres Strait Islander studies.
Essential skills, knowledge & experience:	<ul style="list-style-type: none"> • Demonstrated experience and knowledge of working with Aboriginal and/or Torres Strait Islander Communities, services or professional bodies. • Demonstrated project management skills, including financial/budget knowledge and experience in developing policies. • Excellent/demonstrated people and stakeholder management knowledge, skills and experience. • Highly developed verbal and written communication and interpersonal skills, including ability to adapt to a wide range of audiences. • Strong operational and organisational coordination skills, including demonstrated ability to set goals, develop priorities and meet deadlines.

Direct reports:	0
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Approved by:	<i>Operations Manager, Australian Alliance for Indigenous Genomics</i>
Date approved:	10.02.26
Reviewed by P&C:	10.02.26