

Job Description



Position Title	Aboriginal Community Engagement Officer – Inklings	Level	B
Reports to (role)	Stakeholder and Engagement Manager	Career Stream	Program
Team	Inklings		
Location	The Kids Research Institute Australia, 100 Roberts Road, Subiaco WA 6008 and/or Perth Children's Hospital		

PURPOSE OF POSITION

The purpose of the Aboriginal Community Engagement Officer is to develop and maintain positive relationships with Aboriginal people and communities to ensure fair and equitable access to the Inklings program. The role will also provide support to Aboriginal families who are engaged with Inklings program by assisting them through the intake and exit process, advocating for them with Inklings practitioners and joining them where appropriate and requested.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Community Engagement	<ul style="list-style-type: none"> Support the development of positive relationships between the Institute and Aboriginal Elders, families and communities. Establish and maintain positive relationships with relevant government and non-government organisations, policy makers and community groups to develop their knowledge of the Institute and Inklings and develop potential future collaborations. Represent the Inklings program at relevant regional forums, seminars, conferences, and community events. Support a collaborative, innovative and values-based culture that recognises individual differences and understands that others may work in different ways. Ability to act and communicate sensitively and effectively with Aboriginal Peoples and have knowledge and understanding of their history and cultures. Act as a point of contact between staff and families of various cultural backgrounds to ensure a culturally competent and safe interaction. 	<ul style="list-style-type: none"> Formal and informal feedback from internal and external stakeholders. Accurate, timely and quality advice provided to senior researchers. Effective meetings with high levels of engagement.

Collaboration and Stakeholder Management	<ul style="list-style-type: none"> • Work with Stakeholder and Engagement Manager to build sound networks and relationships to facilitate effective communication, information sharing and increased understanding of culturally appropriate practice between the Institute and communities. • Establish and maintain stakeholder relationships through effective communication in order to ensure successful outcomes. • Support the Inklings leadership and team with other duties as required to meet strategic objectives. 	<ul style="list-style-type: none"> • Formal and informal feedback from internal and external stakeholders. • Positive feedback from community, strategic partners and other stakeholders. • Flexible and team orientated approach.
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 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:	Relevant qualification and or relevant experience in administrative roles, community development, clinical projects or other relevant discipline.
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Demonstrated knowledge and understanding of Aboriginal health and wellbeing • Ability to visit community organisations and stakeholders to promote program • Demonstrated experience in providing information to communities, families and individuals in a culturally appropriate way • Well-developed written and verbal communication skills • Strong people skills with the ability to develop strong internal and external relationships. • Demonstrated ability to be self-motivated and work autonomously and as part of a team, with a flexible, positive and collaborative approach in a complex and changing environment.
Desirable Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Strong interest in developmental delay in children.



DIRECT REPORTS	0
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Approved by:	Carren Ford
Date approved:	23/06/2025
Reviewed by P&C:	27/06/2025