

Job Description



Position Title	Aboriginal Project Coordinator	Level	B
Reports to (role)	Program Manager, Skin Health	Career Stream	Program
Team	Healthy Skin and ARF Prevention Team		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Aboriginal Project Coordinator will play a central role in the ISAAC (Invasive Streptococcus A: Antibiotic prophylaxis for Contact management) Trial. This is a 5-year national NHMRC-funded study investigating how best to prevent invasive Group A Strep (iGAS) among people living with someone diagnosed with iGAS.

This position is important to ensuring Aboriginal leadership, representation, and cultural safety across the project. Based at The Kids Research Institute Australia, and also working closely with the University of Melbourne, the Aboriginal Project Coordinator will guide and support the study coordinators across Australia, with a strong focus on Aboriginal engagement and governance. This includes overseeing Aboriginal-specific ethics submissions, co-designing culturally appropriate materials, building relationships with communities and referral sites, and leading the development of educational resources related to iGAS.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Community Engagement & Relationship Building	<ul style="list-style-type: none">Establish Aboriginal-led priorities and governance pathways to strengthen the cultural safety and cultural integrity of the ISAAC Trial nationally.Establish and lead the ISAAC Trial Aboriginal Community Advisory Committee to guide culturally safe research practices and support the implementation of agreed actions.Develop and maintain strong working relationships with local and national Aboriginal health services to support	<ul style="list-style-type: none">Feedback from internal and external stakeholders.Establishment and maintenance of relationships with health services.Effective engagement with collaborators, communities and other project partners.

	<p>ISAAC Trial implementation and participant recruitment.</p> <ul style="list-style-type: none"> • Build relationships and facilitate service agreements with referral sites, Public Health Units, and Aboriginal health services, where appropriate. • Take initiative to solve problems and exercise sound judgement when engaging with project collaborators and stakeholders. • Contribute to the development and delivery of workshops and training opportunities for the ISAAC Trial. 	
Cultural Safety & Capacity Building	<ul style="list-style-type: none"> • Provide leadership and oversight of the Aboriginal components of the ISAAC Trial. • Co-develop and review study materials, protocols, and procedures to ensure they are culturally appropriate and respectful of Aboriginal peoples and communities. • Lead the co-design of educational resources focused on iGAS and skin health in partnership with communities. • Offer cultural guidance and support to research and clinical staff involved in participant recruitment and engagement. • Ensure all research activities align with Aboriginal cultural values, protocols, and practices, and advise on culturally appropriate data collection methods. • Work collaboratively with research teams to embed Aboriginal perspectives throughout the trial design and implementation. • Identify and promote opportunities for cultural capability training for researchers involved in the ISAAC Trial. 	<ul style="list-style-type: none"> • Accurate, timely and high-quality advice provided to the project team. • Timeliness & quality of delivery. • Participant study recruitment and retention rates. • Accurate and up-to-date records of project activities. • Positive feedback from supervisor, team members and other stakeholders.
Knowledge Translation	<ul style="list-style-type: none"> • Provide input into design and implementation of knowledge translation activities, ensuring content is accessible for Aboriginal communities and that content is effectively communicated and understood. • Participate in knowledge translation activities (e.g. community report writing, presenting findings at community research forums). • Identify changes required to in health research projects to effectively adapt and provide the best service possible to Aboriginal people. 	<ul style="list-style-type: none"> • Feedback from supervisor and stakeholders. • High quality of written outputs. • Successful knowledge translation events.

	<ul style="list-style-type: none"> Actively contributes to the annual WAAHEC reporting process. 	
Project Support	<ul style="list-style-type: none"> Provide guidance as needed to the trial steering committee, trial manager, coordinating principal investigator, jurisdictional ISAAC Trial Study Coordinators and Program Manager. Be involved in participant as needed. Alongside the ISAAC Trial project manager, assist in obtaining Aboriginal HREC approvals in the Northern Territory, NSW and Western Australia. Other priorities as indicated by the team head. 	<ul style="list-style-type: none"> Well communicated and coordinated activities. Feedback from team and stakeholders. Accuracy in records and documents.
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"> Significant experience with responsible roles in planning, conduct, management or coordination of research in Aboriginal health. Relevant tertiary qualification (i.e., degree in science, health science, biomedical science or nursing) desirable.
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> Excellent interpersonal, written, and verbal communication skills to support group interaction, including effective communication with a broad range of stakeholders. Ability to adapt to evolving project demands and demonstrated flexibility of approach to achieve objectives. Demonstrated experience in developing health literature and providing health information to communities, families and individuals in a culturally appropriate way. Experience in community engagement, consultation, or governance.

	<ul style="list-style-type: none"> • Demonstrated experience in building relationships and working collaboratively with key stakeholders at various levels. • Ability to work independently as well as part of a larger research team. • Travel within metro areas and to rural communities is required. • Occasional work out of ordinary hours may be required.
Desirable Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • A sound understanding of Aboriginal governance pathways and ethical Aboriginal research.

DIRECT REPORTS	0
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Approved by:	Asha Bowen, Team Lead
Date approved:	16.01.2025
Reviewed by P&C:	10.07.2025