

Job Description



Position Title	Head of Kulunga	Level	D
Reports to (role)	Director, Partnerships & Engagement	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 Head of the Kulunga Aboriginal Unit plays a pivotal senior leadership role in embedding Aboriginal health research as a core business of The Kids Research Institute Australia. The role leads and manages the Kulunga Aboriginal Unit to deliver on its four core aims:

1. Supporting and guiding researchers to ensure Aboriginal health research responds to community needs and aligns with Aboriginal & Torres Strait Islander Research Standards.
2. Providing cultural awareness training and oversight of cultural governance across research projects.
3. Building capability, training, and career pathways for Aboriginal people engaged in research at The Kids – now and into the future and in line with the Research Reimagined strategy.
4. Strengthening awareness and understanding of The Kids research within Aboriginal communities around the country.

Reporting to the Director, Partnerships & Engagement, the Head of Kulunga works in close collaboration with the Theme Head (First Nations Health & Equity), Director, (First Nations Strategy & Leadership) and People & Culture team. While not a direct report to the Director, First Nations Strategy & Leadership, this role works as a senior leader within the Aboriginal portfolio, contributing cultural, strategic and operational leadership that ensures research excellence is grounded in Aboriginal ways of knowing, being and doing.

As a visible and trusted leader, this role provides internal, operational support and cultural awareness in relation to The Kids hiring initiatives, training and employee relations matters, as well as strengthens partnerships with Aboriginal communities around the country, fostering a culturally safe and inclusive research environment, and champions the implementation of the Institute's Reconciliation Action Plan and *Research Reimagined* Strategic Plan.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Technical Excellence	<ul style="list-style-type: none">• Maintain a steadfast commitment to Aboriginal & Torres Strait culture, providing leadership in working with internal and	<ul style="list-style-type: none">• Leadership in creating & maintaining a culturally safe environment for

	<p>external stakeholders to achieve gains in Aboriginal health and wellbeing.</p> <ul style="list-style-type: none"> • Maintain and further develop strategic alliances, partnerships, networks and other collaborations between The Kids Institute and government, non-government agencies to support the goals of the Reconciliation Plan & Research Reimagine Strategic Plan. • Ensure Institute policy, planning and decision-making are based on community wisdom, research and data, which together form best practice and evidence. • Support the professional development of the Kulunga team and broader Aboriginal & Torres Strait Islander team members through coaching, mentoring, training, and collaboration opportunities. • Support the Aboriginal Staff Network to be an empowered and connected forum, to embed a culturally safe work environment. • Work with Research Leadership and Researchers to make a substantial contribution to the science of Aboriginal child and family health and development. • Ensure that the conduct of research in all areas of Aboriginal health and development research is consistent with the Institute's Aboriginal & Torres Strait Islander Research Standards. • Regularly promote the role of Kulunga through presenting at community, State National and International conferences, or meetings. 	<p>Aboriginal people and researchers.</p> <ul style="list-style-type: none"> • Network of strategic local and national alliances developed and maintained. • Evidence of active Aboriginal presence in development of Institute policies & plans to realise the Research Re-imagined strategy. • Formal and informal feedback from all stakeholders. • Highly effective relationships established with research leadership and researchers. • Fosters excellence in research consistent with The Standards. • Improved research and translation capacity. • Feedback from key clients and stakeholders. • Success in attaining philanthropic and competitive grant funding. • Diversified local and national funding streams.
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 projects, whilst maintaining a high level of service for business as usual activities. • 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. 	<ul style="list-style-type: none"> • Staff understand and embrace organisational culture, directions, goals and client service ethos. • Staff are aware of their responsibilities and expectations in their roles. • Staff feel supported, engaged and safe to raise concerns.

	<ul style="list-style-type: none"> Effectively manage change management processes, encouraging innovation, diversity and continuous improvement. Support the professional development of staff through coaching, mentoring, training and collaboration opportunities. 	
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 that 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

Qualifications:	<ul style="list-style-type: none"> The Institute considers that being Aboriginal and /or Torres Strait Islander is a genuine occupational requirement for this role. (Refer special measure provisions under section 8(1) of the Racial Discrimination Act 1975 and s51 of the Equal Opportunity Act 1984(WA). Tertiary Qualification preferred with experience in Research.
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> Demonstrated experience in leadership and staff management, including responsibility for effective service delivery, staff capacity building, and creating and maintaining an effective and highly motivated team, working effectively in a complex and changing environment. An understanding and ability to articulate Aboriginal self-determination, community advancement, and capacity building, as well as a high quality of service delivery and organisational excellence. An understanding of Aboriginal research, research design and application across diverse cultural settings. Strong stakeholder-engagement and relationship building skills underpinned by a proven ability to develop clear and considered advocacy strategies. Proven experience in policy development. Demonstrated ability to prepare and control budgets and to deliver organisational and individual goals on time and within budget. Demonstrated ability to be self-motivated and work autonomously and as part of a team, with a flexible, positive, and collaborative approach.

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.

DIRECT REPORTS

- Operations Manager Metro
- Operations Manager Kimberley
- Manager Research Support – based in Melbourne currently
- Team Lead Capacity Building (currently Higher Duties)
- Coordinator Capacity Building (Occupant is currently on Higher duties)

Approved by:

Louise Ardagh, Director, Partnerships & Engagement

Date approved:

1/9/2025

Reviewed by P&C:

Angela Edwards, Chief People Officer