Onemda Aboriginal and Torres Strait Islander Health and Wellbeing



POSITION DESCRIPTION

**Melbourne School of Population & Global Health**

### Faculty of Medicine, Dentistry and Health Sciences

Project Coordinator (Indigenous Studies)

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| **POSITION NO** | 0062870 |
| **CLASSIFICATION** | UOM6 |
| **SALARY** | $96,459 - $104,413 pa (pro rata for part-time) |
| **SUPERANNUATION** | Employer contribution of 17% |
| **WORKING HOURS** | Full time (negotiable) |
| **BASIS OF EMPLOYMENT** | Fixed term for 12 months |
| **OTHER BENEFITS** | <https://about.unimelb.edu.au/careers/staff-benefits> |
| **HOW TO APPLY** | Online applications are preferred. Go to [http://about.unimelb.edu.au/careers,](http://about.unimelb.edu.au/careers) select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number. |
| **CONTACT**  **FOR ENQUIRIES ONLY** | Mr Levi Murray  Email: [levi.murray@unimelb.edu.au](mailto:levi.murray@unimelb.edu.au)  *Please do not send your application to this contact* |

For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](https://about.unimelb.edu.au/careers)

# Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

# Background

The Indigenous Studies Unit (ISU) undertakes research aiming to improve outcomes in Indigenous health and wellbeing, particularly in relation to alcohol misuse and family violence, Indigenous data governance, digital archives, cultural heritage, technology and resource management. We make regular contributions to Parliamentary reviews and Inquiries, cross-platform media, and policy development.

We collaborate with international researchers in nations including France, Japan, Canada, the US, South Sulawesi and Taiwan. We have partnerships across MDHS and other faculties including the Faculty of Arts, Faculty of Engineering, Faculty of Law and the Faculty of Science (including specific Centres such as the Poche Centre and Murrup Barak).

Our Unit consists of researchers from anthropology, medical anthropology, sociology, epidemiology, education and related disciplines. The group’s expertise in designing and implementing strategies for policy reform in Indigenous Australia is highly regarded.

**Position Summary**

The Indigenous Studies Unit is seeking to appoint a Project Coordinator. As the Project Coordinator, you will support the delivery of multiple large-scale projects undertaken by the ISU in partnership with various external stakeholders. In close collaboration with the Director and Research Director of the ISU, Strategic Manager – Indigenous Data, and project partners, the Project Coordinator will engage with key stakeholders, by organizational events, contributing to project development, monitoring and reporting on project progress, identifying project challenges and exploring potential solutions. The role will support, liaise, and engage with project stakeholders in research-focused environments and must communicate effectively with key stakeholders with diverse backgrounds and in cross disciplinary settings.

You will support the ISU to implement their project workplans and communicate with and develop a wider network of members. You will also engage with community and research stakeholders to establish and maintain community panels in selected communities in partnership with local Aboriginal Community- Controlled Organisations.

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## Key Responsibilities

* Provide project coordination and administrative support for all aspects of the Indigenous Studies Unit projects.
* Drive the preparation of ethics applications, service agreements and research collaboration agreements.
* Identify risks and issues relating to the projects and monitor risk mitigation strategies.
* Maintain registers to track milestone status, decisions, risks, issues, and mitigation for all project milestones.
* Provide support for budget management for the project, where required, including planning, contributing to proposals and developing reports which may include position papers, briefings, reports and presentations for a range of audiences
* Provide additional support to the Project Leads as needed to meet project goals and objectives.
* Develop and maintain effective working relationships and/or linkages with all colleagues and key stakeholders across the project (internal and external)
* Develop in-depth understanding of the scope and requirements (i.e. schedules, financials, outcomes) of the project and provide updates on progress and roadblocks to project leadership; proactively and collaboratively work internally and externally to explore and implement solutions

## Selection Criteria

#### ESSENTIAL

 The appointee will have: A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in an administrative field; or an equivalent combination of relevant experience and/or education/training.

* Highly developed planning and/or organizational skills, including skills in coordinating, leading or managing projects in the higher education research sector; knowledge of the project lifecycle and associated processes.
* Advanced knowledge of the issues involved in developing and operating research infrastructure. This may include: research data management practices, procedures and workflows; systems and software; reporting and impact tracking; FAIR data; skills and training; researcher engagement.
* Highly developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders
* Excellent written and oral communication, interpersonal and presentation skills.
* Excellent organizational and time management skills, with the ability to work in a dynamic environment and manage competing priorities.
* Experience working with distributed teams and collaborators.
* Ability to handle situations which require initiative, independent judgement, consultation with senior stakeholders, sensitivity and tact.
* Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions.

#### DESIRABLE

 Experience with preparing and managing ethics approvals for research studies.  Understanding of qualitative research methodologies.

 Experience in community engagement.

#### OTHER JOB RELATED INFORMATION

 Occasional work out of ordinary hours

* Incumbent must be willing to travel to support project activities as necessary
* This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

## Job Complexity, Skills, Knowledge

#### LEVEL OF SUPERVISION / INDEPENDENCE

As the Project Coordinator (Indigenous Studies), you will support the delivery of multiple large-scale projects undertaken by the ISU in partnership with various external stakeholders. You will work closely with the Director and Research Director of the ISU, Strategic Manager – Indigenous Data, and project partners. You will work independently under guidance and with support when required and report to Mr Levi Murray, Strategic Manager – Indigenous Data.

#### PROBLEM SOLVING AND JUDGEMENT

As Project Coordinator (Indigenous Studies), you will take initiative to solve problems and exercise judgement in undertaking project activities and in engaging with project collaborators and stakeholders.

#### PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

You will demonstrate clear understanding of the principles and priorities of the research program.

#### RESOURCE MANAGEMENT

You will manage the project budget, following clear guidance from the Director and Research Director of the ISU, Strategic Manager – Indigenous Data

#### BREADTH OF THE POSITION

As the Project Coordinator (Indigenous Studies), you will develop and work with a broad network of contacts the University of Melbourne and across Australia. The role will support, liaise, and engage with project stakeholders in research-focused environments and also engage with community to establish and maintain community panels in selected communities in partnership with local Aboriginal Community- Controlled Organisations.

## Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

## Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at: <https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## Other Information

#### ONEMDA

Commencing formally from January 2023, Onemda: Aboriginal and Torres Strait Islander Health and Wellbeing is being established with an outstanding innovative and integrated teaching, research, policy development and program implementation agenda to improve Aboriginal and Torres Strait Islander health outcomes.  This will be underpinned by a strong foundation of deep respectful partnerships, collaboration and trust with Indigenous communities and organisations nationally and internationally, which enriches and nurtures authentic two-way learning and understanding, cultural integrity and capacity of students, graduates and staff.

Onemda comprises the following units:

* [Indigenous Eye Health](https://mspgh.unimelb.edu.au/centres-institutes/centre-for-health-equity/research-group/ieh)
* [Indigenous Health Equity](https://mspgh.unimelb.edu.au/centres-institutes/centre-for-health-equity/research-group/indigenous-health-equity-unit)
* [Indigenous Studies](https://mspgh.unimelb.edu.au/centres-institutes/centre-for-health-equity/research-group/indigenous-studies/_nocache)

#### MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

The Melbourne School of Population and Global Health (MSPGH) is a respected leader in the field of public health education, research and knowledge exchange. MSPGH was established in 2001 as the first school of its kind in Australia with a vision to make a difference in the population and public health sphere - building on the substantial assets of our University to advance public health in communities nationally and internationally - with a strong focus on Indigenous peoples.

Since its inception, the School has grown rapidly in size, scope and reputation and has consistently attracted leading academics and researchers who bring considerable skills, insights and expertise. We continue to attract increasing levels of competitive funding from governments and from a range of renowned philanthropic organisations and individuals.

The quality of MSPGH research is confirmed by the Academic Ranking of World Universities within which the University of Melbourne maintains its place as the top-ranked Australian university. The ARWU Global Ranking of Academic Subjects 2022 placed the University 12th in the world for Public Health and first in Australia.

Our researchers regularly have work published in prestigious titles including The Lancet, Nature, The New England Journal of Medicine and the Journal of the American Medical Association. The School is strongly engaged internationally with key collaborations including the World Health Organisation, Grand Challenges Canada, the Pasteur Institute and Department of Health in Vietnam, the Public Health Foundation of India and the International Association for Suicide Prevention.

The flagship Master of Public Health degree, with over 650 enrolments, forms the core of a strong teaching program alongside undergraduate teaching and a suite of specialist postgraduate coursework degrees across Biostatistics, Epidemiology, Gerontology, Health Economics, Health Informatics and Sexual Health. These programs and the School’s extensive cohort of more than 120 graduate research students make a substantial contribution to training he next generations of public health specialists and researchers nationally and internationally.

The School comprises seven Centres and Institutes that focus on key areas of population and global health that are relevant now and will have tangible impacts on the health of national and international communities into the future. These comprise the:

* Centre for Epidemiology & Biostatistics.
* Centre for Health Equity.
* Centre for Health Policy.
* Centre for Mental Health.
* Onemda: Aboriginal and Torres Strait Islander Health & Wellbeing.
* Melbourne Disability Institute; and
* Nossal Institute for Global Health.

Further information about the school is available at <http://www.mspgh.unimelb.edu.au/>

#### FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au/)

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is $630m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

#### THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

#### ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.



We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.



 We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

 We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

#### GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

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#### GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>