



## Position Description

College/Division:	College of Health and Medicine
Faculty/School/Centre:	JCSMR
Department/Unit:	The National Centre for Indigenous Genomics
Position Title:	Community Engagement Officer
Classification:	ANU 6/7
Position No:	29399
Responsible to:	NCIG Deputy Director
Number of positions that report to this role:	
Delegation(s) Assigned:	

### PURPOSE STATEMENT:

The Community Engagement Officer will undertake consultation and engagement with Indigenous communities to support the research activities of the National Centre for Indigenous Genomics (NCIG). This is a communication role, which aims to create connection between Indigenous ways of knowing and complex scientific concepts. This role involves extensive travel in remote Australia. NCIG consults deeply and continuously with Indigenous Australians in order to deliver a world-standard, Indigenous-led model for Indigenous genomic research. NCIG's research falls into two broad themes.

1. NCIG is building upon a rare historical collection of biological samples to create an Australian reference genome resource that will support a wide range of Indigenous genomic and genetic health and medical research, accessible for projects approved by the NCIG Board; NCIG is finding the original donors of these samples, or their families, and consulting about their wishes with regard to the future use of the samples.
2. It is conducting deep engagement with Indigenous Australians to inform the ongoing development of robust, culturally appropriate mechanisms for governance of genomic research and medicine, with particular interest in identifying Indigenous Australians' views on the best approaches for collecting, managing, storing and using Indigenous genomic data.

The Community Engagement Officer will coordinate and facilitate NCIG's engagement with Indigenous communities as a key component of the Centre's objective of creating a national database of Indigenous genome sequences.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Community Engagement Officer will report to the Deputy Director of NCIG and more broadly to the Board of NCIG and to the Director of The John Curtin School of Medical Research. The position will be based in Canberra; however, Darwin and Adelaide will also be considered. The Community Engagement Coordinator will be responsible for conducting the NCIG community consultation program Australia. The Community Engagement Officer will be expected to visit Indigenous communities and to liaise with locally employed staff, and with national, state, territory and local agencies relevant to NCIG's community engagement program.

#### Role Statement:

Under the general direction of the Deputy Director, the Community Engagement Officer will:

- Manage NCIG's engagement with Indigenous people and their communities in relation to the Centre's two broad objectives of establishing a database of Indigenous genomic sequences for research purposes, and, understanding the needs and views of Indigenous Australians on matters of genomic data sovereignty and management
- Organise the employment of local staff located in remote communities
- Train and supervise locally employed staff to ensure effective two-way communication between NCIG and local Indigenous community members and their representatives
- Provide reports to the NCIG Deputy Director, and NCIG's research partners about the progress and outcome of the community engagement program

- Prepare and provide information to communities and manage their access to documents and data in the NCIG Collection
- Plan consultations, organise travel and venues related to NCIG's community engagement program
- Other duties as required within the classification of this position, under the general direction of the Deputy Director of NCI
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

### SELECTION CRITERIA:

1. A relevant degree with subsequent professional experience OR an equivalent combination of extensive relevant professional experience and relevant professional education/training.
2. Previous experience and a demonstrated ability to consult and communicate with Aboriginal and Torres Strait Islander people and communities.
3. An ability to supervise local staff appointed in remote locations and availability to travel to remote locations.
4. Familiarity with genetics and genome science, science communication, or Indigenous health issues.
5. Highly developed computer skills, including proficiency using the MS Office suite and experience with online data management platforms and web maintenance.
6. High level of oral and written communication skills and demonstrated ability to communicate scientific concepts to lay people.
7. The ability to work collaboratively with a diverse range of people and organisations to establish and maintain successful working relations.
8. Demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.*

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

### References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	CHM	Dept/School/Section	JCSMR
Position Title	Communications Coordinator	Classification	ANU06/7
Position No.	29399	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>			
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	<b>TASK</b>
keyboarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces
Organizing events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	noise / vibration
fieldwork & travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	electricity
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles
infra-red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens
			immunisations
<b>OTHER POTENTIAL HAZARDS (please specify):</b>			
<b>Supervisor/Delegate Name:</b>		<b>Date:</b>	