



POSITION DESCRIPTION

Department of Rural Health
Faculty of Medicine, Dentistry and Health Sciences

Project Officer in Aboriginal Health

POSITION NO	0053338
CLASSIFICATION	UOM 6
SALARY	\$87,007 - \$94,181 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time/Part-time (0.8 – 1.0 FTE) available
BASIS OF EMPLOYMENT	Fixed Term until December 31, 2021
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 , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Lisa Bourke Tel (03) 5823 4519 Email bourke@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Position Summary

The University Department of Rural Health (UDRH) is a program at the Department of Rural Health at The University of Melbourne that works across rural Victoria to promote university education and research in health. The UDRH has a strong Aboriginal education program, supporting students through postgraduate courses at The University of Melbourne as well as through nursing programs in the Goulburn Valley. The UDRH has created a new position to implement projects that will support Aboriginal and Torres Strait Islander people undertake tertiary education in rural Victoria and that will facilitate Aboriginal projects and events in partnership with local Aboriginal organisations. The position calls for strong project management skills, engagement with the local Aboriginal communities in the Goulburn Valley and innovative approaches to supporting educational pathways from secondary to tertiary education.

This position is based in Shepparton. We strongly encourage Aboriginal and/or Torres Strait Islander people to apply. We invest in developing the careers and wellbeing of our staff and students and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

- ▶ To initiate, design, implement and coordinate projects in Aboriginal Health that are important to the Aboriginal communities in the Goulburn Valley.
- ▶ To engage with relevant stakeholders to support, facilitate and promote educational pathways for Aboriginal and Torres Strait Islander students.
- ▶ To undertake projects that support the transition of Aboriginal and/or Torres Strait Islander people into tertiary education and training.
- ▶ To undertake projects that will lead to Aboriginal Health events, in partnership with other organisations, including leading organisation and promotion of our annual conference.
- ▶ Provide culturally appropriate support and assistance to Aboriginal and Torres Strait Islander students as required.
- ▶ Provide cultural support to the UDRH as required.
- ▶ To engage with local Aboriginal communities to support the projects above and other activities of the Aboriginal Health team.
- ▶ To lead, organise and/or act as secretariat to committee within the Department of Rural Health, including the Aboriginal Projects committee and the UDRH Cultural Safety Working Group
- ▶ Prepare and contribute to reports relevant to identified Aboriginal and community focused projects, in particular, the RHMT reports and the departmental Annual Report.
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- Relevant tertiary training (e.g. health, education or similar) and/or experience in a similar role.
- Experience of project coordination/management and outcomes with local Aboriginal organisations.
- Experience of working with and having partnerships with Aboriginal community controlled organisations.
- Highly developed interpersonal and communication skills, with demonstrated ability to liaise, develop and maintain constructive work relationships at all levels and deal efficiently and tactfully with sensitive and confidential issues;
- Excellent written communication, presentation and documentation skills.
- Demonstrated ability to plan work effectively and simultaneously manage a range of projects.
- Demonstrated ability to work well within a team as well as independently.
- Demonstrated computer literacy skills and ability to learn and adapt to new systems.
- Well developed sense of cultural identity within oneself.

2.2 DESIRABLE

- ▶ Experience in the Aboriginal Community Controlled sector.
- ▶ Experience in the health sector.
- ▶ Experience in the secondary and/or tertiary education sector.

2.3 OTHER JOB RELATED INFORMATION

- ▶ Occasional work outside of ordinary hours will be required.
- ▶ Possession of a current Victorian Driver's Licence is required as travel around the region and to other university campuses will be required.

3. Job Complexity, Skills, Knowledge

-- PROFESSIONAL STAFF ONLY --

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will both work under direction from their supervisor to complete projects autonomously and also in a team with academics and others to undertake projects collaboratively. The incumbent will lead some projects and have independence for their design, implementation and monitoring while working to budget and gaining input from other team members. The incumbent will contribute to other projects as a team member working with others to achieve particular project outcomes. There will be specific tasks that will be required, including organisation of the Aboriginal Health conference, minutes of the Aboriginal Projects meetings and cultural safety working group and organising Welcome to Country for some events.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have demonstrated experience working in the Aboriginal Community and a comprehensive knowledge of issues relating to Aboriginal culture and community to determine the best ways to undertake specific engagement, projects and other activities. The incumbent will also have the discretion to design projects, activities and events using their own judgement with input from the team.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be expected to engage with Aboriginal organisations and professionals to undertake projects of value to the local Aboriginal community and meet the goals of the UDRH. Project management, engagement and consultation are key skills required by the role. The incumbent will be expected to work to University of Melbourne policies, procedures and systems.

3.4 RESOURCE MANAGEMENT

Projects undertaken within this role will sometimes have budgets attached to them. It is the responsibility of the incumbent to work to the project budget, possibly secure further funding/sponsorship and keep supervisors informed of budget implications.

3.5 BREADTH OF THE POSITION

The incumbent will have a breadth of expertise developed through relevant experience working with Aboriginal communities. The incumbent will have the scope to design projects of interest to themselves that are supported by the community. Other projects relevant to specific events and educational pathways will be more structured with the opportunity to creatively shape them.

4. *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 University's People Strategy 2015-2020 and policies that address 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 Growing Esteem.

5. 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/responsibilities-of-personnel>

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

6. Other Information

6.1 ORGANISATION UNIT

For further information about the Department of Rural Health see:

<https://medicine.unimelb.edu.au/school-structure/rural-health>

6.2 BUDGET DIVISION

For further information about the Melbourne Medical School, see:

<https://medicine.unimelb.edu.au/>

6.3 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>

6.4 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.

6.5 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>