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| **Position Title** | Senior Project Officer |
| **Classification** | Level 7 |
| **School/Division** | School of Indigenous Studies |
| **Centre/Section** | Poche Centre for Indigenous Health |
| **Supervisor Title** | Business Manager |
| **Supervisor Position Number** | 302454 |
| **Position Number** | 319627 |

**Your work area**

The School of Indigenous Studies aims to achieve excellence and equity in all aspects of higher education for Aboriginal and Torres Strait Islander people. The School offers an Aboriginal Orientation Course, a schools' Outreach programme and provides ongoing support for Indigenous students enrolled in mainstream university studies. The School is a strong advocate for the development of Indigenous cultural competency policy, education and training at state, national and international levels.

The Poche Centre for Indigenous Health within the School of Indigenous Studies brings together the University’s expertise, programs and resources in a strong collaborative partnership focused on a central theme for Aboriginal people and communities - Healthy Minds, Healthy Lives. The Centre aims to drive a transformative intergenerational Aboriginal health research agenda, which delivers tangible, measurable health outcomes and services directly to Aboriginal people and communities.

The Transforming Indigenous Mental Health and Wellbeing project is developing clinically and culturally capable Indigenous mental health service models to support 1) access to and effectiveness of clinical treatment and cultural healers; 2) support mainstream services to work better across cultural and experiential differences; and 3) integrate mental health, wellbeing, alcohol and drug, suicide, and social and cultural support service responses through multidisciplinary teams.

The Centre of Best Practice in Aboriginal and Torres Strait Islander Suicide Prevention (CBPATSISP) works collaboratively with Aboriginal and Torres Strait Islander peoples, families, communities and organisations. The CBPATSISP promotes evidence-based suicide prevention practice that empowers individuals, families and communities and respects their culture.

The Indigenous Futures Centre aims to transform the lives of Aboriginal and Torres Strait Islander People through an innovative community-led, transdisciplinary research program that collaborates across sectors to produce self-determined, evidenced-based, and impactful outcomes to fundamentally change the development and implementation of Indigenous policies and programs. In essences, this project aims to develop and maintain a critical mass of Indigenous research capability and productivity.

**Reporting structure**

Reports to: Business Manager

**Your role**

As the appointee you will, under broad direction, ensure project timelines and deliverables are met and manage the daily operations of various research initiatives, particularly the ARC - Indigenous Futures Centre. You will liaise with key stakeholders, provide comprehensive administrative support (including personnel, financial, travel, and research activities), and prepare reports, budgets, and compliance documentation. Additionally, you will coordinate all project communications, such as newsletters, website updates, webinars, podcasts, training, and events.

**Your key responsibilities**

Liaise with key relevant research project and funding stakeholders.

Provide comprehensive administrative support to project staff and consultants, which includes personnel, financial, travel and research activities.

Prepare reports, budgets, advice and progress updates, ensuring compliance with reporting requirements.

Coordinate all communications arising from the projects, including preparation of newsletters, website updates, webinars, podcasts, training, and other events and education programs.

Coordinate the organisation and management of internal or external events.

Provide stakeholder/visitor service including booking of travel and accommodation.

Other duties as directed.

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency.

Substantial relevant experience in research project management, including research-related activities (e.g., KPI reporting) and project managerial activities (e.g., developing financial reports).

Demonstrated ability to provide ongoing coaching and support to less experienced staff.

Proven experience working with Indigenous peoples in empowering ways and ensuring Indigenous governance and leadership.

Strong organisational skills with the ability to efficiently manage multiple tasks and meet deadlines amidst competing demands and timelines, particularly for external-facing events.

Demonstrated ability to exercise professional judgement, including taking ownership of and solving problems in ambiguous and time-sensitive contexts.

Excellent digital skills, including proficiency in software relevant to the role (e.g., creating and maintaining external-facing websites), and the ability to quickly learn and apply new software.

Excellent communication skills, with a demonstrated capability to develop productive relationships with a variety of external stakeholders through written and verbal communication, and capability to communicate using a variety of media.

**Special requirements (selection criteria)**

This is an identified position and, as such, Aboriginality is a genuine occupational requirement under Section 50(d) of the Equal Opportunity Act 1984 (WA).

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University’s Code of Conduct [Code of Ethics and Code of Conduct](https://www.uwa.edu.au/policy/-/media/Project/UWA/UWA/Policy-Library/Policy/Code-of-Conduct/Code-of-Ethics-and-Code-of-Conduct.doc)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://www.web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [Safety and Health Policy](https://www.uwa.edu.au/policy/-/media/Project/UWA/UWA/Policy-Library/Policy/Sustainability/Wellbeing/Safety-and-Health/Safety-and-Health-Policy.doc)