

POSITION DESCRIPTION



Position	Research Project Officer - YMK
Level/Classification	H0505
Reports to	Principal Research Fellow
Unit	Ngangk Yira Institute for Change
Directorate	Research and Innovation
Positions Supervised	Nil

Murdoch University is committed to improving employment opportunities and outcomes for Aboriginal and Torres Strait Islander people. As a measure to achieve equity and support, Section 51 of the Equal Opportunity Act 1984 (WA) will apply to this position.

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

Position Purpose

The Research Project Officer (YMK) will support the implementation of the externally funded research program focused on improving practice and care coordination when child protection intervenes with pregnant mothers and newborns. This role involves supporting administrative and operational elements of the research in addition to Aboriginal-led components of the project, position requires a self-motivated individual with strong organisational and communication skills, and a commitment to culturally safe research practices.

Ideally an Aboriginal appointment, the role is highly suited to someone with healthcare and/or research experience (equivalent experience may be considered), and a cultural understanding of birthing for Aboriginal women and families.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University’s direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Ngangk Yira Institute for Change (Ngangk Yira) is one of the four key Murdoch University institutes that bring together leading researchers from centres and across the University to deliver world class multidisciplinary and interdisciplinary translational research that benefits the Aboriginal community, government, and industry. Ngangk Yira brings together the disciplines that contribute to ensuring quality research evidence underpins Murdoch University’s commitment to excellence in Aboriginal health and social equity and transformative research that translates to community needs.

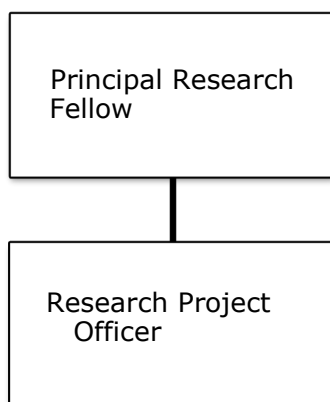
Ngangk Yira is founded on principles of meaningful community engagement, professional collaborations, and Aboriginal-led research. These, together with engagement of Aboriginal Elders, Aboriginal communities, and the preservation and promotion of cultural wisdom and data sovereignty, ensures Ngangk Yira is championing meaningful, co-designed research for the health and wellbeing and social equity and change for Aboriginal people, families, and communities.

Ngangk Yira’s reputation in Aboriginal-led translational research is diverse and is organised across three distinct and yet interconnected Research and Advocacy Centres that focus on:

1. The health of Aboriginal women, men, children and families - ***Yorga, Maaman and Koolanga Research and Advocacy Centre***;
2. Aboriginal youth and family empowerment - ***Yawardani Jan-ga Research and Advocacy Centre***; and
3. Healthy Aboriginal families and communities - ***Coolamon Research and Advocacy Centre***.

Each of these Centres is informed by a System’s and Policy Lens to advocate for systems accountability and change, critical for a fair and just society to be responsive to the needs of all its’ citizens. This System’s and Policy framework guides the translation of Ngangk Yira research for the ultimate benefit of Aboriginal peoples and relevant stakeholders.

Reporting Relationships



Key Responsibilities/Duties

- Providing research and project support to the Research Program and working collaboratively as part of the wider Yorga Maaman Koolanga Team.
- Work effectively in diverse settings engaging with internal and external stakeholders including Aboriginal organisations, health services, community members and government agencies.
- Assist with recruitment of participants and act as a point of contact for arranging interviews in culturally safe environments.
- Coordinate and facilitate focus groups, workshops, and co-design activities with lived experience consultants and community members.
- Maintain accurate records and databases for ethics and funding reporting and assist with preparation of reports and applications.
- Support creation and dissemination of project materials including posters, information sheets and consent forms.
- Support the creation and dissemination of project communications, including e-newsletters, website updates, stakeholder communications, and other project-related promotional and engagement materials.
- Support cultural governance activities including engagement with Ngangk Yira Elders Group and Maaman Group.
- Other duties as assigned.

General

- Work collaboratively and effectively across the University and with central university professional service functions.
- Maintain consistent culturally respectful communications with all internal and external stakeholders including being familiar with appropriate protocols.
- Exercise judgement and initiative whilst undertaking the role of a key contact for internal and external stakeholders including project partners, Elders and key community members.
- Liaise with other functional areas of the University in support of the delivery of the Institutes research and operational goals.
- Ensure appropriate treatment of information in accordance with University policies on recordkeeping. Review procedures in support of continuous improvements and maintain good working knowledge of university policies and procedures.
- Embody the University's values within and beyond the University, building cultural equality and diversity and encouraging social responsibility.
- Assist with other duties as required.

Selection Criteria

Essential

1. Relevant undergraduate qualification or progress towards an undergraduate qualification and/or an equivalent combination of relevant work experience in a related area.
2. Previous experience in a similar role, demonstrating the ability to work in an inclusive team with a diversity of cultures, ideally in an education, welfare or health sector.
3. Excellent professional communication, teamwork and interpersonal skills with a diversity of levels of staff within a university including senior/elder cultural stakeholders.
4. Superior time management and workload management skills, including the ability to prioritise tasks, problem solve, use initiative and work with attention to detail.
5. Demonstrated high level of computer literacy including the ability to confidently navigate a variety of web based and desktop applications, including all MS Office packages. The capability and willingness to learn new packages as appropriate.
6. Strong commitment to the principles of self-determination data sovereignty and improving social equity for diverse and marginalised cultures.

Desirable

1. Demonstrated experience of working effectively with Aboriginal and Torres Strait Islander peoples/communities and/or Aboriginal women and their families.
2. Experience developing communication and engagement materials for diverse audiences, including community members, stakeholders, service providers, and professional audiences.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
3. Possess a current 'C' class driver's license.
4. Ability to work outside normal office hours when required.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.