

# POSITION DESCRIPTION



<b>Position</b>	Research Assistant (Coolamon Community Advocate)
<b>Level/Classification</b>	H0404
<b>Reports to</b>	Research Fellow (Coolamon Navigator)
<b>Unit</b>	Ngangk Yira Institute for Change
<b>Directorate</b>	Research and Innovation
<b>Positions Supervised</b>	Nil

**People of Australian Aboriginal and/or Torres Strait Islander background are strongly encouraged to apply.**

## Position Purpose

Located in Western Australia, as a member of the Coolamon Team the Research Assistant will provide a professional level of research support to the ICARE Research Program (an NHMRC funded program aimed at providing coordinated and culturally responsive wraparound continuity of care to women and their infants, from pregnancy to 18 months post birth).

Supporting the Coolamon Navigator, this Research Assistant role undertakes recruitment, enrolling and consenting participants, data collection (including a 12-month post-birth study visit) and managing relationships with participating health services in the ICARE Program Pilbara sites.

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 Biddi. 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.

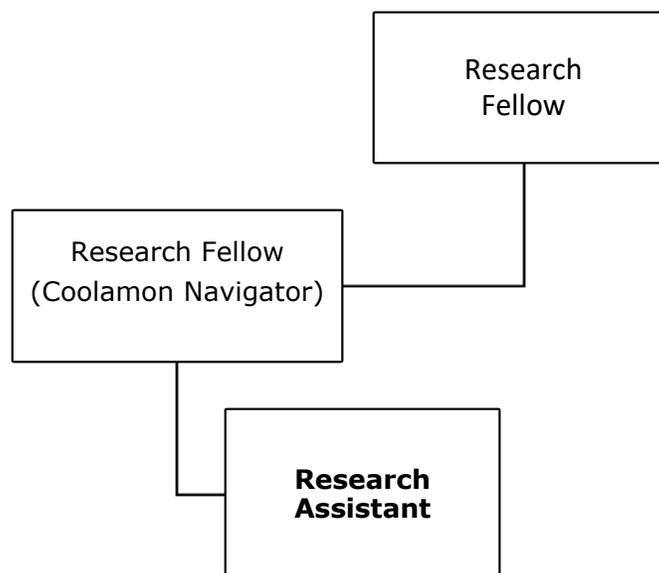
Ngangk Yira brings together the disciplines that contribute to ensuring quality research evidence underpins Murdoch University's commitment to excellence in Aboriginal health and social equity and transformative research that translates to community needs. Ngangk Yira is founded on principles of meaningful 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

1. Providing research support to the Coolamon Navigator/ICARE Program and working collaboratively as part of the ICARE team.
2. Working effectively in diverse settings (e.g. ACCHO, hospitals/health services), liaising with stakeholders, health care professionals, researchers, study investigators and colleagues.
3. Undertaking research activities as directed, including:
  - a. organising and following up potential research participants;
  - b. undertaking enrolment and informed consent of participants into ICARE program.
  - c. referring participants for the care package and supporting their participation;
  - d. attending, and supporting consultation workshops; and,
  - e. maintaining accurate data collection and data milestone completion.
4. Participation in Aboriginal and ICARE team cultural activities.
5. Taking reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
6. Adhering to the Institute's Work, Health and Safety Management System and related regulations and guidelines; including undertaking related compliance modules.
7. Other duties as assigned.

## Selection Criteria

### Essential

1. Demonstrated experience of working effectively with Aboriginal and Torres Strait Islander peoples/communities and/or Aboriginal women and their families.
2. Experience of working collaboratively in a multidisciplinary team and contributing to the successful achievement of the research program goals, while demonstrating a strong work ethic and being a responsible and reliable team member able to exercise independence, judgement and initiative.
3. Ability to successfully engage with Aboriginal people as research participants and conduct culturally safe interviews as part of the data collection for the project.
4. Demonstrated problem-solving skills and the ability to identify and recommend solutions to challenging issues.
5. Strong spoken and written communications and interpersonal skills, including the ability to choose culturally safe environments in which to meet with project participants.
6. Ability to manage and undertake work in a timely way and meet required milestones.
7. Demonstrated computer literacy and proficiency in the production of accurate work using Microsoft Office applications (Excel, Word, Outlook, Teams), ability to accurately transcribe interviews (Microsoft Word), and the capability and willingness to learn and manage new software packages, (e.g. NVivo).

### Desirable

1. Experience in working in Aboriginal and Torres Strait Islander Health/Health Research.

## Work Requirements

1. Evidence of a criminal record check in accordance with the University's Criminal Record Screening Procedure.
2. A current and valid C Class driver's license.
3. A current Working with Children Check WA.
4. A willingness and ability to travel intrastate and nationally (pandemics permitting).
5. Able to work outside of normal office hours when required.
6. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
7. Evidence of appropriate vaccination or immunity in accordance with the University's Immunisation Policy.

## Special Requirements

Murdoch University is committed to becoming the university of choice for First Nations people and embracing, promoting and benefiting from Indigenous knowledges and cultural inclusivity. As a measure to improve employment opportunities and achieve equality, Section 51 of the Equal Opportunity Act 1984 (WA) will apply to this position. People of Aboriginal and/or Torres Strait Islander descent are strongly encouraged to apply.

## 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.*