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POSITION DESCRIPTION

Project Officer

Position Level	6
Faculty/Division	Medicine
Position Number	00093466
Original document creation	19/05/21

Position Summary

The Project Officer plays a key role within the School of Population Health in providing practical and efficient project support for the Ironbark Trial.

The Project Officer will lead engagement of communities and organisations in NSW, establishing and recruiting program sites and facilitating community support. The role will lead the recruitment of sites and related staff in NSW, ensuring ongoing quality of program delivery, providing support to local staff and maintaining ongoing communication to the project team and back to communities.

The role of Project Officer reports to the Project Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Lead the recruitment of NSW community sites for the Ironbark trial, including engagement of Elders and community members, and recruitment of staff for program sites. This will involve traveling to various locations across NSW.
- Maintain regular and effective communication with Aboriginal community organisations, Aboriginal communities and other Aboriginal stakeholders
- Provide supervision and guidance to casual staff in the engagement of older Aboriginal communities in order to collect and manage project data
- Oversee the monitoring and review of program delivery at program sites to ensure ongoing quality of the Ironbark programs
- Provide training and ongoing support to site staff to ensure the objectives of the trial are met

- Collect, analyse and review project progress from sites, and provide feedback to sites where necessary
- Ensure that any research component is being conducted congruent with NHMRC ethical guidelines for the conduct of Aboriginal and Torres Strait Islander research
- Provide support in the delivery of other projects and initiatives within the School of Population Health as required.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.

Skills and Experience

- A relevant degree or experience within Aboriginal public health or medical research/health care environments; or an equivalent level of knowledge gained through any other combination of education, training and/or experience
- Experience within Aboriginal health care and/or Aboriginal community organisational experience with an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people
- Strong project management skills particularly in a research, coordination and development environment
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Demonstrated ability to maintain confidentiality and comply with privacy requirements
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- Full NSW driver licence and willingness to travel
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.