



Position Description

Title:	Victorian Aboriginal Research Accord Project Coordinator
Unit:	Policy & Research
Reports To:	Public Health Medical Officer / Executive Manager, Research & Evidence
Time Fraction:	Full time
Employment Status:	12 months contract
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health and wellbeing. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

Unit Overview

The Policy and Research Unit develops the evidence base through supporting data sharing, evaluation and research and leads the development of well-reasoned, evidence based policy and advocacy to ensure that VACCHO and its members are strategically positioned to improve the Aboriginal community's health and wellbeing.

Role Overview

The role is an Aboriginal identified position which will coordinate the project to progress towards the development of a *Victorian Aboriginal Health and Medical Research Accord*. The 'Accord' may include research principles and priorities to guide interactions between the Aboriginal community, researchers and other stakeholders when conducting research related to the health and wellbeing of Aboriginal people and communities in Victoria. The role will work with other relevant VACCHO staff and an advisory group to develop and implement a consultation with the Aboriginal community and research stakeholders on support for and the nature of the Accord.

The project will also audit current Human Research Ethics Committee (HREC) mechanisms for review of research related to Aboriginal health and wellbeing in Victoria, and review mechanisms in place elsewhere, to inform development of an Aboriginal HREC or other mechanisms by which ethics review of research could improve the way research is conducted.

Key Responsibilities

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- Work collaboratively with other staff in the Policy & Research unit including the Research Project Officer to undertake a project to progress towards the development of a *Victorian Aboriginal Health and Medical Research Accord*
- Coordinate and lead the public consultation with the Aboriginal community and with research stakeholders including universities, research institutes, Human Research Ethics Committees and government to inform the development of a *Victorian Aboriginal Health and Medical Research Accord*.
- Produce a report on consultation outcomes
- Produce a literature review on the principles and practice for research involving the health and wellbeing of Aboriginal people and communities in Victoria
- Produce an audit of current Human Research Ethics Committee (HREC) mechanisms for review of research related to Aboriginal health and wellbeing in Victoria
- Review mechanisms of ethics review of research related to Aboriginal health and wellbeing in place elsewhere
- Develop a process evaluation plan for the project and provide an evaluation report considering project deliverables
- Regular attendance and participation at Policy & Research Unit meetings, team meetings, program meetings, staff and other meetings.
- Undertake other duties, which are appropriate to the level of the position, as directed by the Manager to meet Unit objectives.

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A Victorian Drivers Licence is required. The position will require travel throughout the state of Victoria and occasional interstate travel (subject to COVID-19 restrictions)
- VACCHO is a Smoke Free workplace

Key Selection Criteria

This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.

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- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Relevant experience or qualifications related to health, public health, research, community engagement, and/or community development
- Demonstrated capacity to:
 - manage consultation with stakeholders
 - synthesise consultation and other findings/evidence and produce reports
 - evaluate programs and meet funding deliverables
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Self-motivated and demonstrated ability of working independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines.
- Demonstrated proficiency and experience using Microsoft applications (e.g. Microsoft Word, Excel, Outlook) combined with a high level of accuracy and attention to detail.

Desirable

Relevant qualifications related to health, public health, research, community engagement, and/or community development.

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