

Position Description



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| Title: | Research Accord Project Officer |
| 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 Research Project officer will support a 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 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.

The role will also develop and implement systems to help VACCHO manage its ongoing engagement with research stakeholders.

Key Responsibilities

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- Work collaboratively with other staff in the Policy & Research unit to undertake a project to progress towards the development of a *Victorian Aboriginal Health and Medical Research Accord*. The role will work with the Aboriginal Research Accord Project Coordinator to:
 - Participate in 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
- Develop and implement systems to help VACCHO manage its ongoing engagement with research stakeholders:
 - Support VACCHO staff engage with researchers
 - Record VACCHO research participation and research outcomes and outputs
 - Review options for training to support research and evaluation activities and ethical review of research
- 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 Islander people to apply for all positions advertised (Equal Opportunity Act 2010). We are committed to ensuring our workplace and member services support also reflect this.
- Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply.
- 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 participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks. This includes adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements.

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

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Key Selection Criteria

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- 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
 - conduct desktop literature reviews
 - synthesise consultation and other findings/evidence and produce reports
- 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

- Identifies as Aboriginal and/or Torres Strait Islander
- Relevant qualifications related to health, public health, research, community engagement, and/or community development.

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