

POSITION DESCRIPTION: Community Health – Project Officer

SECTION A: Position Context

Position Title	Community Health – Project Officer
Position Number	
Classification	Research Officer Level 1 \$84,484 – Senior Research Officer Level 1 \$95,462 – commensurate with experience
Location	85 Commercial Road Melbourne
Effective Date	13/01/2020

Purpose:

The purpose of this position is to lead the coordination of the '**Eliminate Hepatitis C (EC) Australia Aboriginal and Torres Strait Islander Health Strategy**', which will support accessible hepatitis C care among Aboriginal and Torres Strait Islander Peoples.

The aim of the role will be to support a holistic, comprehensive and culturally appropriate approach to hepatitis C care for Aboriginal and Torres Strait Islander Communities. The role will work across the four key components of the EC Australia Partnership: health promotion, workforce development and health services delivery, implementation research and evaluation and surveillance.

The Project Officer's key areas of the role include:

- Develop partnerships and establish governance:
 - Identify key partners and build strong relationships to bring together a leadership group and national reference group. The groups would be resourced to inform and guide projects across the EC Australia Partnership.
- Evidence generation
 - In partnership with the leadership and national reference group, identify existing resources, models of care, data sources to build on existing materials and evidence across the sector.
- Contribute to all components of the EC Australia Partnership in partnership with key partners, the leadership and national reference groups.
 - **Health Promotion Component** – In partnership, develop a health promotion campaign based on messages developed through evidence based generation work, including build consensus around core messaging, target audience(s), approaches and channels
 - **Workforce Development and Health Service Delivery Component** – Support mainstream and Community Controlled Health Organisations to strengthen or develop accessible and culturally safe models of hepatitis C care.
 - **Implementation Research Component** - Identify research opportunities that will explore how to best support health care engagement for people who may be at risk of hepatitis C.
 - **Evaluation and Surveillance Component** - Identify health data sources and work with data custodians to facilitate the development of a collaborative annual surveillance report.
- Develop an implementation plan
 - Coordinate with the national reference group and key partners to develop an implementation plan and a monitoring and evaluation framework
- Monitoring and evaluation
 - Oversee the monitoring and evaluation plan, supported by the evaluation and surveillance component of the EC Australia Partnership

As part of this role, you will also assist primary investigators of the EC Australia Partnership to ensure lessons are effectively translated into appropriate policy and practical outcomes.

The position is funded for a period of 2.0 years during which time the **Project Officer** will manage planning, set-up, oversight and reporting to the PIs, executive and advisory committees.

Supervision Reporting Relationships:

<u>This</u> positions' supervisor/manager	Dr Alisa Pedrana & Dr Tara Purcell
Other positions reporting to <u>this</u> position	N/A

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1.	<p>Project Management & Reporting</p> <ul style="list-style-type: none"> Establish working relationships with key stakeholders and EC Australia representatives working groups/project staff to ensure the successful development and implementation of EC Australia Aboriginal and Torres Strait Islander Health Strategy aimed at supporting accessible hepatitis C care among Aboriginal and Torres Strait Islander Peoples. Develop a governance structure with key partners. Establish, coordinate and support the Leadership and National Reference Groups to oversee, guide and inform projects across the EC Australia Partnership. Facilitate evidence generation to inform projects across the EC Australia. Facilitate and lead meetings to collect input and feedback. Work closely with EC Australia Technical Leads, the Leadership and National Reference Groups and key stakeholders to implement a health promotion campaign, workforce development activities, support potential implementation science projects and facilitate contributions to an annual surveillance report. Monitor progress towards milestones and work with EC Australia Technical Leads and collaborators to develop strategies to ensure adherence to timelines and work plans. Ensure regular reporting to EC Australia investigators and colleagues. Ensure maintenance of high scientific and ethical standards across projects. Contribute to the development of project progress reports.
2.	<p>Reporting and publications</p> <ul style="list-style-type: none"> Summarize and communicate progress, milestones and outcomes to principal investigators, program coordinator, colleagues and partners Support the development of outputs and publications to build sector capacity in hepatitis C health promotion and disseminate learnings from EC health promotion activities
3.	<p>Internal administration and relationships</p> <ul style="list-style-type: none"> Develop effective and efficient internal systems to facilitate personnel management. Liaise with Burnet HR on HR matters and assist with appropriate recruitment activities. Communicate appropriate personnel-related policies, fieldwork standard operating procedures and updates to staff, and liaise with Principal Investigator and Project Staff in any areas of concern; Develop and maintain good relationships with wider Burnet Institute and EC Australia staff; Ensure that the activities performed under their responsibility are carried out in ways that safeguard the OHS of staff or students.
4.	<p>Stakeholder Liaison</p> <ul style="list-style-type: none"> Develop and maintain good relationships with external stakeholders; Represent the Burnet Institute at project meetings with collaborators, external stakeholders and/or funding agencies; Liaise with participating institutions, clinicians and pharmaceutical companies as required; Attend conferences, seminars and forums as requested. Identify appropriate representational opportunities for the Burnet Institute at conferences, seminars and forums.
5.	<p>Occupational Health & Safety</p> <p>Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities for employees.</p>
6.	<p>Training</p> <p>Responsible for completing all required training in line with the position / role.</p>

Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

SECTION C: Key Selection Criteria

Qualifications		Essential/ Preferable
	Bachelor Degree in public health, community health or related discipline	Essential
	Advanced degree in public health, epidemiology and health promotion	Preferable

Experience / Knowledge / Attributes		
1.	Excellent interpersonal and communication skills including and the ability to engage professionally with stakeholders	Essential
2.	Experience working with Aboriginal and Torres Strait Islander health organisations or communities	Essential
3.	Demonstrated understanding of ethical principles underpinning research with marginalised populations	Essential
4.	Excellent organisational and time management skills, including being able to manage multiple research-related tasks	Essential
5.	Demonstrated experience in the management of staff	Preferable
6.	Experience in the dissemination of research findings	Preferable
7.	Excellent working knowledge of the Microsoft Office suite and other database packages	Preferable

Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

Further Information:

For further information, please contact Dr Tara Purcell or Dr Alisa Pedrana