

**Project Officer (ATRAC)  
Public Health Unit  
Aboriginal Health & Medical Research Council**

The AH&MRC is looking to fill the fixed term, full time position of Project Officer (A-TRAC). This position is fixed term, full time for a period of 12 months.

The Project Officer (A-TRAC) is responsible for assisting in the development and implementation of the AH&MRC Tobacco Resistance and Control Program, and lead the Aboriginal Quitline Enhancement Project, which contributes to the overall A-TRAC projects to support Aboriginal communities and Aboriginal Community Controlled Health Services (ACCHS) across New South Wales.

The successful applicant will have:

- Demonstrated knowledge and understanding of Aboriginal community controlled organisations and the issues facing these organisations.
  
- Experience in the development and delivery of public health and/or health promotion programs, particularly in Aboriginal community settings

To view a copy of the position description along with the full list of selection criteria for this position please visit: [www.ahmrc.org.au](http://www.ahmrc.org.au)

The AH&MRC has a preference for employing suitably qualified Aboriginal people.

**FURTHER INFORMATION**

For further information after you have read the position description and selection criteria, contact Sofia Lema on 02 9212 4777 or email [klucas@ahmrc.org.au](mailto:klucas@ahmrc.org.au)

**APPLICATIONS**

Applicants are encouraged to **systemically address the selection criteria** and include a copy of work experiences plus the names and contact details (phone or email) of two referees. Please note that the selection criterion differs for each position.

**WHERE TO SEND YOUR APPLICATION**

Please submit your application via ONE of the methods below:

**E-mail:** [tbrown@ahmrc.org.au](mailto:tbrown@ahmrc.org.au)  
**Post:** Marked Private and Confidential  
Human Resources – AH&MRC  
PO Box 1565,  
Strawberry Hills NSW 2012  
**Fax:** 02 9212 7211  
**In Person:** Level 3, 66 Wentworth Avenue, Surry Hills NSW

Applications for this position should be received by 5pm on **Friday 17 February 2012**.

## POSITION DESCRIPTION

### Aboriginal Health & Medical Research Council of New South Wales

<b>Position Title</b>	Project Officer (Aboriginal Tobacco Resistance and Control (A-TRAC))
<b>Unit</b>	Public Health Unit
<b>Supervisor</b>	Manager, Public Health Unit.
<b>Terms of Employment</b>	Full-time, fixed term basis for an initial period of 12 months.
<b>Salary</b>	<p>\$67,292 to \$78,962 total remuneration package which includes salary (ranging from \$54,000 - \$65,000 per annum) plus AH&amp;MRC's salary packaging arrangements, superannuation and leave loading.</p> <p>There is a requirement for this position to undertake interstate and intrastate travel as required.</p>

**The AH&MRC has a preference for employing suitably qualified Aboriginal people.**

#### POSITION PURPOSE

The Project Officer (A-TRAC) is responsible for assisting in the development and implementation of the AH&MRC Tobacco Resistance and Control Program, and lead the Aboriginal Quitline Enhancement Project, which contributes to the overall A-TRAC projects to support Aboriginal communities and Aboriginal Community Controlled Health Services (ACCHS) across New South Wales.

#### Additional Information

The AH&MRC has had a focus on tobacco control in Aboriginal communities for several years, with activities including:

- Contributing to policy and program development at state and national levels
- Working collaboratively with government and non-government organisations interested and active in Aboriginal tobacco control
- Develop tobacco social marketing campaign

Key elements of this program include:

- To provide ongoing support and build the capacity of NSW ACCHSs regarding smoking cessation and tobacco control activities
- To contribute towards the development of a skilled and competent workforce to address smoking and tobacco control in NSW Aboriginal communities in a sustainable way
- To develop and implement a statewide social marketing campaign targeting Aboriginal people, that will incorporate providing support for ACCHSs to implement local social marketing initiatives
- To develop and support research, evaluation and monitoring about the impacts of smoking cessation and tobacco control activities at a local, regional and statewide level
- To contribute to policy, planning, and coordination of Aboriginal tobacco control initiatives at NSW State and national levels

The position will also work with the Cancer Institute NSW on the Aboriginal Quitline Enhancement Project which contributes to the overall Tobacco Resistance and Control program

## **WORKING ENVIRONMENT**

The Aboriginal Health & Medical Research Council of New South Wales (AH&MRC) is the peak representative body and voice of Aboriginal communities on health in NSW. We represent our members, the Aboriginal Community Controlled Health Services (ACCHS) that deliver culturally appropriate comprehensive primary health care to their communities.

Aboriginal Community Control has its origins in Aboriginal people's right to self-determination. This is the right to be involved in health service delivery and decision-making according to protocols or procedures determined by Aboriginal communities based on the Aboriginal definition of health:

*Aboriginal health means not just the physical well-being of an individual but...the social, emotional and cultural wellbeing of the whole Community in which each individual is able to achieve their full potential as a human being thereby bringing about the total well-being of their Community. It is a whole of life view and includes the cyclical concept of life-death-life.*

The purpose of the AH&MRC is to:

- lead the Aboriginal health agenda for better policies, programs, services, and practices
- ensure Aboriginal knowledge informs decision-making processes
- support, strengthen and sustain Aboriginal Community Controlled Health Services.

We achieve our purpose through several business units within the AH&MRC including the Secretariat, Member Services Support, Public Health which includes the area of research, the Aboriginal Health College and the AH&MRC Ethics Committee.

This position is located within the Public Health Unit.

## **RELATIONSHIPS**

### *Supervision*

The position reports to the Public Health Manager who is responsible for managing the day to day operational requirements including time management, workloads and performance management of the position.

### *Internal*

The position will work collaboratively with other members of the AH&MRC Tobacco Resistance and Control Program Team, with other members of the Public Health Unit, and with other staff of the AH&MRC.

### *External*

The position is required to build and maintain positive relationships with external stakeholders and funding organisations, especially with:

- NSW Health Department
- Cancer Institute of NSW
- NSW Quitline
- NGOs (ie Cancer Council of NSW; Heart Foundation)

The position will be required to liaise and consult with member ACCHSs and members of Aboriginal community, and may also be required to represent the AH&MRC on relevant committees.

## **DUTIES OF THE POSITION**

The Project Officer (Tobacco Resistance and Control) is responsible for working with other team members to develop and implement the different elements of the AH&MRC Tobacco Resistance and Control Program to Aboriginal communities and Aboriginal Community Controlled Health Services across New South Wales.

Key roles of the position include:

- Participate in the implementation of all elements of the AH&MRC Tobacco Resistance and Control Program, including leadership on the Aboriginal Quitline Enhancement Project
- Deliver support on tobacco control and smoking cessation to ACCHSs across NSW through site visits, phone support and email
- Contribute towards the development, dissemination and evaluation of Aboriginal tobacco resistance and control promotional resources and social marketing activities
- Assist the Aboriginal Health College with the development and delivery of relevant educational programs and resources
- Contribute to evaluation and monitoring frameworks to measure the overall impacts of the AH&MRC Tobacco Resistance and Control Program and for use by ACCHSs
- Assist in policy, planning, and coordination development regarding Aboriginal tobacco resistance and control efforts in NSW and nationally
- Assist with providing support to mainstream organisations and services active in tobacco control to improve appropriateness and effectiveness for Aboriginal people
- Assist in the representation of the AH&MRC on committees, reference and working groups
- Prepare reports and give presentations to stakeholders about the program
- Contribute and participate in processes for continuous quality improvement

## **SELECTION CRITERIA**

### **Essential**

1. Demonstrated knowledge and understanding of Aboriginal community controlled organisations and the issues facing these organisations.
2. Experience in the development and delivery of public health and/or health promotion programs, particularly in Aboriginal community settings
3. Demonstrated organisational and time management skills
4. Demonstrated ability to work effectively as a team member (with a commitment to equity and good practice)
5. Written communication skills that demonstrate an ability to prepare and present reports, responses to funding submissions, briefs and general correspondence.

6. Verbal communication skills that demonstrate your ability to communicate effectively through consultative processes with Aboriginal communities, and liaise and negotiate with ACCHS to build and maintain mutually beneficial partnerships.
7. Demonstrated competence in use of internet, email, word, spreadsheet and database packages.
8. A current NSW Drivers License.

**DESIRABLE CRITERIA**

1. Knowledge and experience of tobacco control, particularly in an Aboriginal community context

**\* Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.**