

Expression of Interest

Vacancy ID: 150518

Position title: Project Officer, Aboriginal Health

Location: Lismore

Reports to: Ms Emma Walke, Academic Lead, Aboriginal Health, UCRH

Award classification: HEO Level 5, Step 1

Available: Casual, Full-time, until 31 December 2018

Closing date: Friday, 22 June 2018 at 12:00pm

Role summary:

The UCRH Aboriginal Health team primarily provides education and experiential learning to medical and allied health students on placement from Grafton to Murwillumbah. Length of student stay varies from four weeks to 12 months and we are working to create various opportunities to engage with these students during their time here. The goal is to increase their understanding and effects of Australia's indigenous history and be able to contribute to improving the health outcomes of Aboriginal and Torres Strait islander peoples in the future.

Among other projects and initiatives, the Baribunmani Wanyi Ngay – I dreamed of you - Health Careers for young Aboriginal People program works with secondary students from year 8 – 12 over a five-year period. This program gives young people an opportunity to learn about a wide variety of health careers through a series of talks, activities, special guests and learning of new skills.

The Project Officer will perform day to day tasks associated with the provision of project management and project administration support to one or more projects within the work unit. The Project Officer will provide administrative support for the implementation of programs and projects to support the work area's initiatives. This includes assisting with the project management and coordination of projects, setting up databases, sourcing information, corresponding with project stakeholders and producing a variety of reports.

As part of a team, the Project Officer role will be required to deliver various projects, or aspects of projects, events, engage young Aboriginal people through appropriate social media and develop networks within the health fields in Northern NSW.

The incumbent will have specific knowledge of, and experiences within, the Aboriginal and Torres Strait Islander community. The successful candidate will have experience in the field of health, education or youth work with this population.

Key duties:

- Provides operational project management support during project organisation and establishment.
- Manages the development and implementation of work stream project plans to meet overarching project objectives.
- Implements project governance and reporting procedures to monitor project delivery.
- Build relationships and manages project communications with stakeholders.
- Undertakes ad-hoc projects and other activities.

Selection criteria:

1. Excellent administrative skills, coupled with a general understanding of the project life cycle, project documentation, project standards and methodologies
2. Experience working and building relationships with Aboriginal and Torres Strait Islander people/communities and managing diverse groups of key internal/external stakeholders
3. An understanding of the issues affecting Aboriginal and/or Torres Strait Islander people
4. An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people

How to apply:

To apply, please briefly address the above selection criteria and forward an up-to-date CV to Ms Narissa Cuskelly, HR Officer, on email ucr.hr@sydney.edu.au by the closing date, **Friday, 22 June 2018 at 12:00pm**. *Please quote the vacancy ID number in your application.*

****Aboriginal and Torres Strait Islander applicants encouraged to apply***

For enquiries, please contact: Ms Emma Walke on 02 66 240 352, emma.walke@sydney.edu.au