

Position Description – Project Officer – Indigenous Engagement & Health Research

Updated 17/10/2025

POSITION DETAILS

College	College of Medicine and Public Health
Organisational Unit	Public Health
Supervisor	Professor & Matthew Flinders Professor
Classification	Higher Education Officer level 7
Employment Type	Fixed Term, Full Time

POSITION SUMMARY

Under broad direction, the Project Officer – Indigenous Engagement & Health Research plays a key role in supporting the research program to generate evidence to support Australia to rapidly and permanently end tobacco use. This includes the NHMRC-funded projects from ‘Dirty Ashtray’ to tobacco control innovator: co-design with remote First Nations communities in the Northern Territory to generate new approaches to reduce smoking and The Interdisciplinary Tobacco Endgame Research Network (INTER-Net).

Under the guidance of the Supervisor, the investigator team and research partners, the Project Officer – Indigenous Engagement & Health Research will be responsible for supporting the overall management and coordination of this collaborative project. The incumbent will assist the Investigator team in supporting the project’s governance processes, liaising with and supporting the project’s stakeholders, liaising with research partners, managing and coordinating the activities of the project team (including HR, budget, finance, travel & reporting), data collection on study visits and project communications (internal team communications and external stakeholder communications).

The Project Officer– Indigenous Engagement & Health Research position will ideally be located in Alice Springs, however Darwin will be considered for the right applicant. Frequent travel to remote Central Australian communities will be required, including travel with other team members to remote communities for community engagement and data collection.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's Work Health and Safety, Injury Management and Equal Opportunity policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.

Staff working in a health care setting are required to be fully vaccinated against COVID in line with the NT Health policy.

A current driver's licence is essential for this role due to the requirement for travel across multiple locations.

KEY POSITION RESPONSIBILITIES

The Project Officer– Indigenous Engagement & Health Research will be responsible for:

- Assisting in implementing and managing the project plan and activities to ensure compliance with program obligations and project milestones including developing and contributing to project publications and stakeholder feedback, and with guidance and assistance from the Division Business Manager, management of project budgets and finances.
- Liaising with participating communities and key stakeholders to coordinate research visits, including engagement of local co-researchers and interpreters where needed.
- Obtaining informed consent from participants and ensuring research conduct is consistent with ethical standards.
- Assisting in developing and managing participant assessment timelines, including the scheduling of research staff to support data collection.
- Ensuring study practice adheres to the study protocol, confidentiality and ethics requirements and is conducted in compliance with all relevant regulations.
- Facilitating engagement with stakeholders including at participating in community stores.

- Liaising with community-based services to facilitate client recruitment, data collection and reporting.
- Managing transcription of qualitative data.
- Contributing to the development of resources necessary for the successful implementation and running of the project.
- Assisting in the preparation and submission of research ethics applications and their associated reporting obligations where project research activities are undertaken.
- Providing initiative and judgment in management of issues related to the conduct of the project.
- Actively participating in Study Team Meetings and general staff meetings.
- Some out of hours work (including weekends) as well as rural NT, interstate, and overseas travel, may be required.
- Any other tasks as reasonably required by the Supervisor.

KEY POSITION CAPABILITIES

- Progress towards postgraduate qualifications in a relevant field (such as public health, allied health, community development) with extensive experience in research project management or an equivalent combination of relevant experience and/or education/training.
- Previous culturally safe performance of working with Aboriginal and Torres Strait Islander people in the workplace and when representing the Study in communities.
- A practical understanding of Aboriginal and Torres Strait Islander health.
- Demonstrated project management experience in community-based participatory research projects.
- Demonstrated skills in project planning and management including human resource management in the health and/or health research sector.
- Demonstrated negotiation and interpersonal skills with ability to build collaborative partnerships with a variety of stakeholders including the ability to interact effectively with people from diverse cultures.
- Proven experience organising and facilitating stakeholder meetings and workshops.
- Well-developed oral and written English communication skills as well as experience in preparing high quality materials and reports.
- Demonstrated financial management experience and knowledge of budget preparation, monitoring, and financial reporting.
- Sound computer literacy skills, ideally with experience in qualitative and/or quantitative data management.
- Demonstrated resourcefulness, positive attitude, critical thinking and problem-solving skills and the ability to work in cross cultural contexts.
- Willingness and ability to undertake travel (including by 4WD and/or light aircraft) on an as needs basis for up to a week at a time, at least monthly.
- An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Flinders University staff, students, volunteers and visitors.
- Experience working within tobacco control and/or Aboriginal and Torres Strait Islander health contexts (desirable).
- Experience contributing to research publications, including for peer-reviewed journals (desirable)
- Aboriginal and Torres Strait Islander people are strongly encouraged to apply (desirable).