

## Position Description



<b>Title:</b>	Research Accord Project Coordinator
<b>Unit:</b>	Policy and Research
<b>Reports To:</b>	Manager, Research
<b>Direct Reports:</b>	Research Accord Project Officer
<b>Time Fraction:</b>	Full time
<b>Employment Status:</b>	12 month contract
<b>Location:</b>	17-23 Sackville Street, Collingwood 3066

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### Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria. We lead and support Aboriginal Community Control and the broader health and social services sector to deliver transformative health and wellbeing outcomes for Victorian Aboriginal communities. Our vision is for vibrant, healthy, self-determining Aboriginal communities. Our strategic plan; *On Solid Ground (2021-26)* outlines our bold steps to get there.

### 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 role will coordinate the project to progress towards the development of a Victorian Aboriginal Health and Medical Research Accord. The 'Accord' may include research principles, priorities and components 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 role will also develop and implement systems to help VACCHO manage its ongoing engagement with research stakeholders.

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## Key Responsibilities

- Support the implementation of VACCHO's strategic plan: *On Solid Ground (2021-26)*, particularly the focus area of *Strong Voice*.
- Ensure the key principles of *Culture and Kinship; Our Choice, Our Way; and Knowledge* are embedded throughout your work and the work of your team
- Work collaboratively with other staff in the Policy & Research unit including the Research Accord Project Officer to undertake a project to progress towards the development of a *Victorian Aboriginal Health and Medical Research Accord*.
- Coordinate and lead the engagement 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 engagement outcomes
- Synthesise the outcomes of the engagement in the Accord document
- Develop a process evaluation plan for the project and provide an evaluation report considering project deliverables
- 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 and Research Unit meetings, program meetings, staff and other meetings.
- Undertake other duties, which are appropriate to the level of the position, as directed by the Unit Manager to meet Unit objectives.

## Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait 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 is committed to welcoming and embracing the diversity of cultures, identities, gender, sex, and sexually diverse identities and expressions, experiences, beliefs, and values of all people. VACCHO believes in the right for all people to be treated with the respect and dignity at all times, and that all people who work for, govern or undertake work at or visit VACCHO should at all times feel safe and included at VACCHO.
- 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*).

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- 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.
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations.
- VACCHO requires employees to follow all health and safety directions in relation to COVID-19 (including, but not limited to, VACCHO’s directions, Public Health Orders, and Victorian Chief Health Officer directions).

### Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A current Working with Children Check is required.
- A current Victorian Drivers Licence is required, and a copy is to be provided before any expiry date. The position may require travel throughout the state of Victoria and occasional interstate travel.
- Reasonable and valid evidence that you have received both the first dose and second dose of a COVID-19 vaccine is required and any booster shots when required. We note that evidence must be derived from a record of information that was made under, or in accordance with, the *Australian Immunisation Register Act 2015* (Cth). This may include a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register. VACCHO will also consider a current medical certification from a medical practitioner that an employee is unable to receive both doses due to a medical contraindication or acute medical illness, but VACCHO will have absolute discretion as to whether or not to accept this exception – after genuinely considering its duty of care and legislative obligations to all workers and visitors]

### 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
  - synthesise consultation and other findings/evidence and produce reports
  - evaluate programs and meet funding deliverables
- 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.

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- 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

**Position Description Acceptance**

I ..... have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

**SIGNED by the EMPLOYEE**

.....  
Signature: Name: Date:

**SIGNED by the MANAGER**

.....  
Signature: Name: Date:

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