

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described	
POSITION DETAILS:	Position Title:	COORDINATOR, PILBARA FASD PREVENTION PROJECT	
Research Focus Area:	Brain & Behaviour	Research Team:	Alcohol and Pregnancy and FASD
Position reports to: (role)	Project Manager, Pilbara FASD Prevention		
Location: <i>include all possible locations</i>	Telethon Kids Institute – (South Hedland Office, however, other Pilbara FASD prevention sites will be considered for the right applicant). This position will require substantial travel around the Pilbara.		
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why			
<p>The Coordinator will work with the Pilbara Fetal Alcohol Spectrum Disorder (FASD) Project team, communities and stakeholders, to conduct research supporting the development, implementation and evaluation of strategies to prevent FASD. The Coordinator will also support and work with Community Researchers (CRs) to deliver an antenatal and postpartum intervention in partnership with Aboriginal Community Controlled Health Organisation (ACCHO) Project Partners. This is primarily a 0.8FTE however additional hours may be required during key project milestones.</p> <p>This position will be based at Telethon Kids Institute’s South Hedland office with frequent travel to the Pilbara FASD prevention sites. These include: Port/South Hedland, Newman, Roebourne, and surrounding communities: Yandeyarra and Warralong, Jigalong, Parnngurr, Punmu and Kunawaritji.</p>			

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

Key Position Accountabilities What are the main areas for which the position is accountable?	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured?
Research: FASD Prevention, management and support	<ul style="list-style-type: none"> • Conduct and support research and evaluation strategies, including: <ul style="list-style-type: none"> ○ Undertaking research into knowledge and attitudes in communities about alcohol and FASD ○ Evaluating the effectiveness of the FASD prevention intervention strategies • The Coordinator will be <i>involved</i> the preparation of data collection instruments, community engagement and feedback, writing publications and reports. 	<ul style="list-style-type: none"> • Data collected and managed in compliance with Telethon Kids Institute policies and legislation • Evaluation measures implemented in Project Partner organisations • In close partnership with the Program team evaluation tools developed and used • Preparation of reports to funding body, newsletter to community and stakeholders, flyers for events, resources and feedback into survey tools 	<ul style="list-style-type: none"> • Data and outputs are of the highest quality and timely • 100% compliance with data security policies and procedures • Positive feedback from stakeholders, collaborators and community members • Number of newsletters and reports developed
Training, Support & Capacity Building	<ul style="list-style-type: none"> • Refine/adapt a draft training package on FASD, alcohol and other drugs, healthy pregnancy, and family wellbeing for CRs in consultation with the project team and relevant stakeholders. • Deliver the training to the CRs and Program Partners including ACCHO staff. • In consultation with project staff, identify capacity building for Program Partners, including the ACCHO staff, stakeholders and community members. • Travel frequently to the Pilbara partner sites to provide on-going support and supervision to CRs 	<ul style="list-style-type: none"> • Training providers / packages are identified and refined for the target group • CRs and ACCHOs are trained and supported to implement the training • CRs and ACCHOs are trained and supported to deliver alcohol focused brief interventions • Increased capacity relating to FASD prevention and family wellbeing among ACCHO Project Partners staff 	<ul style="list-style-type: none"> • Number of CRs trained • Number of ACCHO staff and other stakeholders trained • Positive evaluation and feedback from ACCHO and stakeholders • Positive feedback from women, families and communities
	<ul style="list-style-type: none"> • Work in close collaboration with the local ACCHO Project Partner where the CRs are embedded 	<ul style="list-style-type: none"> • Increased capacity to provide brief 	<ul style="list-style-type: none"> • Number of pregnant women accessing clinic

Consultation and relationship building	<ul style="list-style-type: none"> • Visit the CRs and ACCHO clinics regularly to support and facilitate the services to improve their compliance with national KPIs (nKPIs) by ensuring: <ul style="list-style-type: none"> ○ adequate data collection systems are in place; ○ data is being collected accurately and stored safely; ○ alcohol screening tool is being used by staff; ○ the monitoring of the number of pregnant women accessing the clinics is accurate; and ○ CRs and clinic staff work together effectively • Identify and address any issues arising in a timely manner 	<p>interventions to address alcohol consumption, and FASD prevention and family wellbeing among ACCHO Project Partners staff</p> <ul style="list-style-type: none"> • Increased number of people screened for alcohol use, and receive intervention to reduce the amount of alcohol they consume 	<ul style="list-style-type: none"> • Number of AUDIT-C questionnaires completed • Improvement in ACCHO's compliance with national KPIs
	<p>Together with the project team:</p> <ul style="list-style-type: none"> • Consult widely to identify and engage potential stakeholders and external collaborators • Build and maintain relationships with Project partners, community members, groups, service providers, other stakeholders and policy makers • Assist in the development, coordination and documentation of a consultation process for the research • Feedback results of research and project activities to communities with CRs 	<ul style="list-style-type: none"> • Positive relationships with Aboriginal Elders, families and communities • Stakeholders effectively engaged • Pilbara network and governance structures established and managed • Results are fed back to community and other stakeholders in a timely manner 	<ul style="list-style-type: none"> • Positive feedback from stakeholders, collaborators and community members • Number of meetings held • Consultation documented in project reports • Community report is produced to disseminate and communicate results and findings
Knowledge translation and communication	<p>Translate research findings into practice and policy including by:</p> <ul style="list-style-type: none"> • Building networks with other researchers, policymakers, service providers and the community in relation to FASD or participating in existing networks • Contributing to and writing research papers for publication, reports, articles, community feedback sheets, social messaging and other documentation and media • Presenting at conferences, seminars and workshops where appropriate 	<ul style="list-style-type: none"> • Papers, reports and articles produced and published • Attendance / presentation at conferences • Effective engagement of policymakers • Networks established and managed 	<ul style="list-style-type: none"> • Feedback from internal and external stakeholders • Number of papers published in peer reviewed journals and presentations conducted • Quality and timely written reports

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- Undergraduate qualifications in health sciences including health promotion, public health, nursing,, or related degree with relevant experience

Skills, Knowledge & Experience:

General skills

- Previous experience in project management
- Strong computer skills (Microsoft Office, and general internet and electronic communication)
- Able to set priorities, take initiative, work independently within the framework of a research group, and be accountable in a positive manner
- Demonstrated remote field work experience, and currently able to travel frequently to all the project sites, including identified Aboriginal communities, for up to two weeks at a time
- Current unrestricted driver's license

Cultural experience

- Experience work with Aboriginal people, and demonstrated understanding of reasons behind poor health of Aboriginal women and children in remote areas and a commitment to work toward tackling the issues in a non-judgmental and empathetic manner

Academic experience

- Demonstrated knowledge of research methodologies including an appreciation of working with highly confidential data

Communication and interpersonal relationships

- Demonstrated experience in working with complex, multi-disciplinary and culturally diverse teams across multiple sites
- Well-developed interpersonal skills, specifically a proactive attitude to relationship building and experience in working with communities and multiple stakeholders, community consultation and a commitment to community development
- Excellent verbal and written communication skills specifically able to explain complex research in a clear and concise manner to non-researchers

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Desirable Qualifications:

- Postgraduate qualifications in public health or related area

Desirable Skills, Knowledge & Experience:

- Knowledge of alcohol use in pregnancy and FASD
- Experience in data collection, data cleaning and analysis skills using statistical software packages
- Experience in preparing scientific reports for publication in peer-reviewed journals
- Four-wheel driving experience
- Ability to speak/knowledge of at least one of the Aboriginal languages of the Pilbara Region
- Experience and /or training in Aboriginal health/ public health /health promotion / behavioural research

SCOPE:

Financial accountability: Does this role have accountability for a budget? No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)? Up to 6 Community Researchers (may be direct or indirect reports)

No of direct reports

6

No of indirect reports

0

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Director AAP&FASD
Research Program

Next level of supervision

Program Manager FASD
Prevention

Immediate level of supervision

Project Manager,
Pilbara FASD
Prevention

Other roles reporting to immediate supervisor

Senior Research Officer,
FASD Prevention

Coordinator, Pilbara
FASD Prevention
Project

Direct reports (role x 6)

Community
Researcher NHMRC
FASD Prevention
Project **Port Hedland**

Community
Researcher NHMRC
FASD Prevention
Project **Port Hedland**

Community
Researcher NHMRC
FASD Prevention
Project **Roebourne**

Community
Researcher NHMRC
FASD Prevention
Project **Roebourne**

Community
Researcher NHMRC
FASD Prevention
Project **Newman**

Community
Researcher NHMRC
FASD Prevention
Project **Newman**