

# A more equitable world through better health.



## POSITION DETAILS

TITLE	Aboriginal Health Strategy, Research Assistant – Identified Position
CLASSIFICATION	RA2 (\$88,346) – RA6 (\$99,679) + super + salary packaging
LOCATION	85 Commercial Road, Melbourne 3004 / Work From Home
REPORTS TO	Aboriginal Health Strategy Program Manager
DIRECT REPORTS	Nil
LAST UPDATED	September 23

## POSITION SNAPSHOT

The purpose of this position is to support the implementation of the **Eliminate hepatitis C (EC) Australia Aboriginal and Torres Strait Islander Health Strategy**, which will support accessible hepatitis C care among Aboriginal and Torres Strait Islander Peoples.

The aim of the role will be to support a holistic, comprehensive, and culturally appropriate approach to hepatitis C care for Aboriginal and Torres Strait Islander communities. The role will work closely with ECA Program Manager for Aboriginal Health and technical leads across the four key components of the EC Australia Partnership: health promotion, workforce development and health services delivery, implementation research and evaluation and surveillance.

**This is a special measures role and only Australian Aboriginal and/or Torres Strait Islander peoples are eligible to apply, under the special measures provision, section 12(1) of the Equal Opportunity Act 2010 (Vic).**

## KEY RESPONSIBILITY AREAS

PROJECT COORDINATION	<ul style="list-style-type: none"> <li>Provide operational and administrative assistance to the Aboriginal Health Strategy Program Manager.</li> <li>Assist in the development of EC Australia knowledge translation publications and resources, including preparing briefs and presentations to disseminate evidence-based research and conference papers and website publications.</li> <li>Perform other duties as required.</li> <li>Ensure maintenance of high scientific and ethical standards across projects and will involve liaising and collaborating with key stakeholders.</li> </ul>
RESEARCH SUPPORT	<ul style="list-style-type: none"> <li>Support participant recruitment; data collection and analysis; literature searching, analysis, and synthesis; and report writing.</li> <li>Contribute to the preparation and dissemination of progress reports and other project documentation, including relevant compliance and reporting to funding bodies.</li> </ul>
REPORTING AND PUBLICATIONS	<ul style="list-style-type: none"> <li>Support the development of outputs and publications to build sector capacity in hepatitis C within Aboriginal and Torres Strait communities, including but not limited to health promotion activities.</li> </ul>
STAKEHOLDER LIASON	<ul style="list-style-type: none"> <li>Develop and maintain good relationships with external stakeholders.</li> <li>Liaise with Aboriginal community-controlled organisations directly implementing hepatitis C activities to monitor implementation and collect evaluation-related data.</li> <li>Represent the Burnet Institute at project meetings with collaborators, external stakeholders and/or funding agencies.</li> <li>Liaise with participating institutions, clinicians and pharmaceutical companies as required.</li> <li>Attend conferences, seminars and forums as requested. Identify appropriate representational opportunities for the Burnet Institute at conferences, seminars and forums.</li> </ul>
TRAINING	Responsible for completing all required training in line with the position / role.

## KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / REQUIREMENTS		
1.	Identify as Aboriginal and/or Torres Strait Islander	Essential
2.	Experience working with Aboriginal and Torres Strait Islander health organisations or communities	Essential
3.	Experience working in community health, social work, or related area	Essential
4.	Excellent organisational and time management skills, including being able to manage multiple research-related tasks	Essential
5.	Excellent interpersonal and communication skills, and the ability to engage professionally with stakeholders	Essential
6.	Bachelor Degree or Graduate Diploma in Health Science or Indigenous Health and Wellbeing Studies, Cultural Competence in Healthcare, Public Health and Indigenous Populations, Indigenous Health Promotion and Education or related discipline	Desirable
7.	Demonstrated understanding of ethical principles underpinning research with marginalised populations	Desirable
8.	Working knowledge of the Microsoft Office suit and other database packages	Desirable

# About Burnet Institute

## Vision

A more equitable world through better health.

## Purpose

Create and translate knowledge into better health so no-one is left behind.

## Values

Respect, Equality, Inclusiveness, Diversity.

## Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

## What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

## Where we work



Priority countries:

**Australia | Papua New Guinea | Myanmar**

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

## Australian Institute for Infectious Disease (AIID)

Bringing together Burnet Institute, The University of Melbourne, and the Doherty Institute with funding from the Victorian Government, the AIID is a visionary initiative designed to protect Australia and the region against infectious disease and future pandemics. As part of this exciting collaboration, a newly established state-of-the-art facility will be the new home of Burnet.



## OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

## OTHER REQUIREMENTS

Evidence of full vaccination against Covid-19 will be required. The Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

<b>CONTACT TYPE</b>	No Contact With Children
---------------------	--------------------------

## ENQUIRIES

For enquiries, please contact Sean Perera, Talent Acquisition Lead ([sean.perera@burnet.edu.au](mailto:sean.perera@burnet.edu.au))