

POSITION DESCRIPTION

Position	Senior Project Officer
Business Unit	Policy
Classification	AIDA Level 6, \$97,913 (pro rata 0.7 FTE)
Location	Adelaide, South Australia
Status	Non-ongoing role until 19 June 2023
Responsible to	Executive Manager Policy

Australian Indigenous Doctors' Association

The Australian Indigenous Doctors' Association (AIDA) is the national body representing Aboriginal and Torres Strait Islander doctors and medical students, focused on equitable health and life outcomes for Indigenous people. We do this by working towards reaching population parity of Indigenous medical students and doctors, and supporting a culturally safe healthcare system.

Values

The Australian Indigenous Doctors' Association:

- is respectful and reflective of our connections to the past, present and future;
- pursues social justice, Indigenous and human rights;
- maintains cultural integrity, honesty and transparency; and
- fosters the highest standards of professionalism and excellence.

Code of Conduct

All Australian Indigenous Doctors' Association members and employees must:

- at all times behave in a way that upholds the AIDA Values;
- treat everyone with respect, dignity, courtesy, sensitivity, and ensure that they do not become involved in or encourage discrimination or harassment;
- practice cultural safety and respect the diversity of experiences, expertises and opinions within the organisation;
- act professionally, with discretion, confidentiality and sound judgement;
- act with care and diligence in the course of AIDA membership/employment; and
- declare all involvements or interests that may be either perceived or actual conflicts and stand aside, as necessary, from decision making on these matters.

Position Purpose + Responsibilities

The Senior Project Officer is responsible for supporting the Aboriginal Child and Maternal Health project '2022-23 Continuity of Care Protocols – Pre-Testing and Testing Phase' funded by the South Australian Government. This project explores the continuity of care for mothers and Aboriginal and Torres Strait Islander babies and children 0-4 years' journeys across the SA health system.

AIDA is participating in this project as peak body for Aboriginal and Torres Strait Islander doctors and seeks to capture and add the expertise of our Members into the pre-testing and testing phases of the project. As the Senior Project Officer, you will lead the consultations with our Aboriginal and Torres Strait Islander doctors to better understand how to unblock barriers, make the system more culturally safe, improve the supporting workforce, and ultimately ensure the continuity of care through the SA health system for Aboriginal and Torres Strait Islander families. Some travel is likely to be required for this role to undertake consultations in South Australia or other areas of Australia as required.

Under limited supervision the Senior Project Officer will:

1. Lead and undertake consultation with Aboriginal and Torres Strait Islander doctors on behalf of AIDA for the CCP project.
2. Manage AIDA's contributions to the CCP project, which includes but is not limited to:
 - a. Participate in the discussions and workshops, on topics including, but not limited to: the design of the CCP testing phase from July 2022 to June 2023, the content of the provisional CCPs and a supporting workforce for improved continuity of care.
 - b. Compile and sharing of tools, documentation, resources, processes, networks and partnerships that relate to continuity of care for any patients including continuity of care components of broader models of care, for example processes where an ACCHO patient is admitted to or discharged from hospital and maternal care models.
 - c. Review and provide feedback on the narratives of Aboriginal child and Maternal Health journeys,
 - d. Provide advice regarding the proposed structure of the CCP Accountability group and their role, and the essential requirements of the CCP peer panel.
 - e. Provide suggestions of governance of the CCP Aboriginal expert advisory group from the perspective of Aboriginal Health, Aboriginal Patient, Healthcare system.
 - f. Contribute to cultural considerations required for Aboriginal child and maternal patient journeys.
 - g. Contribute to the testing phase through advice and feedback.
 - h. Assist in the design of a supporting workforce, including system navigators and service coordinators.
 - i. Provide advice to the scope and function of a possible peer panel, and the interaction with peers and how they work with the accountability groups.
 - j. Participate through consultation with consultants throughout the testing phase.
3. Undertake reporting activities for a range of stakeholders, including AIDA and the SA Government.
4. Other duties as required to ensure project documentation and completion.

The scope of responsibilities above are intended to describe the general nature and level of work being performed. They are not intended to represent an exhaustive list of all responsibilities, duties and skills required.

In accordance with principles of workplace diversity, workplace participation, safe working environment and the empowerment of Aboriginal and Torres Strait Islander people, you will undertake the described responsibilities either individually or as a member of a team.

Core Capabilities and Selection Criteria

Essential

- Sound understanding of current issues impacting on Aboriginal and Torres Strait Islander people, in particular those related to Aboriginal and Torres Strait Islander health and/or health workforce.
- Sound understanding of Aboriginal and Torres Strait Islander cultures and a demonstrated ability to communicate effectively with Aboriginal and Torres Strait Islander people.
- Sound analytical and synthesis skills and the demonstrated ability to apply these effectively to project development and implementation, including stakeholder consultations and interviews.
- Demonstrated high level problem solving, planning and time management skills.
- Proven experience delivering project outputs in an environment of competing demands.
- Highly developed oral and written communication skills including the demonstrated ability to communicate effectively across a range of settings and stakeholders including with government, non-government agencies, Aboriginal and Torres Strait Islander people, and/or medical bodies.
- Demonstrated ability to work individually and as a member of a team.

Desirable

- Tertiary qualification in social sciences, health or related disciplines; or
- Experience in social services, the community sector, health services or with Aboriginal and Torres Strait Islander communities; or
- Lived experience of the continuity of care for mothers and Aboriginal and Torres Strait Islander babies or children 0-4 years old.