

Position Description – Practice Support Project Officer

Work Unit:	Practice Support
Direct Reports:	Practice Support Manager
About the Aboriginal Health & Medical Research Council	
<p>Our Vision</p> <p>Aboriginal Community Controlled Health Services (ACCHSs) are sustainable and are driving holistic and culturally strong approaches to redressing health inequities for Aboriginal peoples in NSW.</p> <p>Our purpose</p> <p>The AH&MRC works for our member services across NSW to ensure accessibility to an adequately resourced and skilled workforce who provide high quality comprehensive primary health care services for Aboriginal communities.</p> <p>The AH&MRC works in collaboration with other Aboriginal Health and non-Aboriginal health partners to systematically address the social determinants of health and wellbeing. The fundamental values of the AH&MRC are unity, loyalty, inclusion and respect. The staff of the AH&MRC are committed to carrying out their duties with professionalism and integrity promoting and nurturing Aboriginal culture and practices that Aboriginal Australians value the most.</p>	

About the Role

Purpose:
<p>As a Practice Support Project Officer, you will work as part of a multidisciplinary team to design and deliver projects to support member services and strengthen their capacity to promote and protect the health and wellbeing of Aboriginal people in NSW. Informed by service member consultation, you will work in a multidisciplinary team to deliver specific projects in alignment with industry best practice to improve health outcomes and reduce health inequities experienced by Aboriginal communities. You will work with a broad range of stakeholders to drive improvements in primary health care services, ensuring the individual needs of our communities are met.</p>

What you will do:	
	<ul style="list-style-type: none"> • Work as part of a broader team to plan, implement and evaluate key projects. • Engage and support stakeholders to facilitate improvements in our communities. • Monitor, report and analyse the progress of project deliverables, including KPIs. • Provide high standard quality advice, reports and correspondence to relevant stakeholders. • Identify relevant gaps within sector for improvements in health promotion. • Promote workforce training, development and capacity strengthening in the ACCHS sector
How you'll know you're doing great:	
	<ul style="list-style-type: none"> • Completing tasks, sharing updates, highlighting areas where needed while being a part of a team. • Successful project delivery (e.g. scope requirements met, KPIs, within timeframe). • Relationship development & engagement with member services, communities and Government bodies. • All AH&MRC projects meet governance and internal requirements. • Developed and maintained strong relationships with all stakeholders.

An Ideal Person

Style:	<ul style="list-style-type: none"> • A passionate approach to work • Empathic and has a stakeholder centric focus • Ability to take initiative, learn and think creatively
They are good at:	<ul style="list-style-type: none"> • Understanding Aboriginal communities and cultures and importance of preservation of culture in today's world. • Understanding the holistic impact of health care services • Understanding the clinical and public health care sector

<p>They are awesome at:</p>	<ul style="list-style-type: none"> • Being able to work dynamically within a team and independently across multiple projects. Proven ability with well-developed verbal, computer and written communication skills use of Smart Sheet is an advantage. • Working within an intergenerational approach that supports and values an Aboriginal world view whereby language and culture is at the forefront of learning. • Ability to work across teams and organisations, focusing on developing innovative and practical solutions and program outcomes. • Contribute towards the development and implementation of specific projects, initiatives, training and performance improvement plans. • Develop and review national, state level operational policies and procedures.
<p>Qualifications & experience:</p>	<ul style="list-style-type: none"> • Relevant Tertiary Level Qualification or experience in a primary healthcare setting. • Recent experience in project delivery (preferably within the Health Sector). • Experience in community engagement (preferably health and or education). • Strong understanding of the primary health care sector including urban, rural and remote services, Aboriginal health and cross-cultural health service delivery. • Current Criminal Record Check and a current Working with Children Check or proof of current application.