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| JOB DESCRIPTION FORM: Kimberley Aboriginal Health Research Alliance (KAHRA) Project Coordinator - Knowledge Translation |

**Position title:** KAHRA Project Coordinator - Knowledge Translation

**Reports to:** KAHRA Senior Manager

**Supervision of:** Nil

**Award:** ACCHS

**Classification:** Admin Grade 6

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| **About Kimberley Aboriginal Medical Services:** |

KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS), providing a collective voice and support for a network of member ACCHS from towns and remote communities across the Kimberley region of Western Australia.

KAMS was first established in 1986 as a cooperative between the Broome Regional Aboriginal Medical Service (BRAMS) and the East Kimberley Aboriginal Medical Service (EKAMS) now the Ord Valley Aboriginal Health Service (OVAHS) with membership expanding to Halls Creek health service committee and Fitzroy Crossing community representatives. These communities saw the benefit of sharing pooled resources and collective effort in the region

KAMS provides a wide range of services including: Financial and accounting; Regional population health programs; Social and Emotional Well Being Support; Health Promotion; Information Communication Technology Support; Corporate Services; Accredited health training and education and Research.

While the major role is in regional advocacy and support for member services, KAMS also provides comprehensive primary health care services in the remote communities of Beagle Bay, Bidyadanga, Balgo, Mulan and Billiluna. In 2014 KAMS established Kimberley Renal Services Pty Ltd to manage the provision of regional renal support and dialysis services in Broome, Derby, Kununurra and Fitzroy Crossing.

KAMS is a member of the Aboriginal Health Council of WA (AHCWA – [www.ahcwa.org](http://www.ahcwa.org)) and of the National Aboriginal Community Controlled Health Organisation (NACCHO – [www.naccho.org.au](http://www.naccho.org.au)).

**Our vision** is to:

Improve the health and wellbeing of Aboriginal people in the Kimberley.

We will achieve this vision by:

* Supporting our member services to be strong, independent and effective ACCHO’s
* Ensuring we provide quality preventative and primary healthcare services to communities we service
* Providing leadership and advocacy on Kimberley Aboriginal health issues
* Ensuring we are an effective, accountable and sustainable organisation
* Building a skilled and sustainable Kimberley Aboriginal health workforce

**Our mission** is to ensure:

We are managed and controlled by Kimberley Aboriginal people, are locally and nationally recognised as an effective advocate for the Kimberley Aboriginal health sector and provide and support the provision of effective holistic and culturally appropriate primary health care services for Kimberley Aboriginal people.

We define Aboriginal Health as:

Not just the physical wellbeing of an individual, but the social, emotional and cultural wellbeing of the whole community in which each individual is able to achieve their full potential as a human being, thereby bringing about the total wellbeing of their community. It is a whole of life view and includes the cyclical concept of life-death-life.

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**Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds.**

[www.kams.org.au](http://www.kams.org.au/)

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| **Position Summary:** |

This position includes coordinating and supporting the Kimberley Aboriginal Health Planning Forum Research Subcommittee, making an important contribution to ensuring best practices in research conducted in the region. The Project Coordinator also facilitates dissemination and utilisation of a range of Kimberley Aboriginal health research project findings, including through regional forums and online networks to achieve the objectives of KAHRA.

KAMS is a founding member of the Kimberley Aboriginal Health Research Alliance (KAHRA), and the KAHRA team sits within KAMS. KAHRA brings together Kimberley health services, Aboriginal communities and Kimberley based health research organisations. The aim of KAHRA is to improve the health and wellbeing of Aboriginal people in the Kimberley through health research done the right way, led by Aboriginal people (<https://kahra.org.au>).

**Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.**

**Relationships**

**Internal**

* KAHRA staff
* KAMS staff

**External**

* KAHRA member organisations, including: KAMS and its members; WA Country Health Service; Aboriginal Health Council of WA; Telethon Kids Institute; Rural Clinical School of WA; and University of Notre Dame Broome
* Research funding bodies
* Kimberley Aboriginal Health Planning Forum (KAHPF)
* KAHPF Research Subcommittee
* Researchers conducting or wishing to conduct research in the Kimberley
* Universities and research institutes
* Western Australian Aboriginal Health Ethics Committee (WAAHEC)
* Local services including but not limited to WACHS, Boab Health Services

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| **Duty Statement and Key Responsibilities:** |

**Coordinate and support the Kimberley Aboriginal Health Planning Forum (KAHPF) Research Subcommittee**

* Lead the Secretariat and Chair function that KAHRA provides for the KAHPF Research Subcommittee.
* Provide education and advice to people wishing to conduct research or evaluation projects in the Kimberley, communicating effectively in person, by phone and by email through the KAHPF Research Subcommittee email account.
* Create and refine KAHPF Research Subcommittee processes that support best practices in research involving Kimberley Aboriginal people and communities, with consideration of decolonising research and Aboriginal control.
* Ensure accountability of researchers conducting research in the Kimberley, with reference to regional processes and requirements.
* Assess applications to KAHPF Research Subcommittee for completeness and consistency with KAHPF requirements.
* Work with the KAHRA Administration Officer to efficiently process all applications that are submitted to KAHPF Research Subcommittee and maintain accurate records, maintaining confidentiality.
* Coordinate review and discussion of proposed projects within the KAHRA team, and with subject matter experts and other representatives of relevant organisations.
* Provide all relevant information to the KAHPF Research Subcommittee to enable well-informed decision-making by the Subcommittee.
* Ascertain when the KAHPF Research Subcommittee has reached a decision and communicate its support or non-support to researchers and WAAHEC.
* Communicate with WAAHEC in a timely manner at other times as required.
* Prepare reports for KAHPF meetings and collate relevant KAHPF regional indicators.
* Prepare clear and concise documentation to inform KAHPF decision-making, and make oral presentations to KAHPF as needed.
* Coordinate regular reviews of KAHPF Research Subcommittee processes including updating terms of reference, forms and other documentation, and KAHPF Research Subcommittee website content as required.

**Facilitate dissemination and utilisation of Kimberley research findings**

* Utilise annual and final reports and publications submitted to KAHPF Research Subcommittee to ensure that its members and other relevant KAHPF subcommittees and organisations have access to all relevant Aboriginal health research findings and recommendations to inform their work.
* Develop the scope for a Kimberley research projects database and work with external contractors and the KAHRA team to build and implement the database.
* Assist the KAHRA Communications Coordinator with content for KAHRA’s website and social media platforms, including identifying and sharing examples of exemplary research practices.

**Design research processes to ensure alignment to health research focus areas, gaps and promote community engagement**

* Contribute to the development of the Kimberley Aboriginal Health Research Model ensuring alignment to KAHPF Research Subcommittee processes and KAHPF conditions.
* Work with KAHRA team and member organisations to hold research forums and events.

**Provide high quality research support services, where required**

* Support the commissioning of new research, and provide research management / contract research activities where appropriate.

**Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice.**

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| **Selection Criteria:** |

**Essential**

1. Tertiary qualifications and experience relevant to Community Development, Population Health, Epidemiology, Health Management or other Health-related qualifications with demonstrated research component.
2. Demonstrated ability to communicate effectively with key partners, including complex liaison and negotiation, to ensure objectives are achieved.
3. Excellent understanding of Kimberley Aboriginal communities and Aboriginal cultures.
4. Strong skills in data collection/management, analysis and reporting.
5. Excellent relationship-building skills and interpersonal skills, and the ability to maintain productive and effective relationships with a range of internal and external stakeholders including Aboriginal communities and health services.
6. Excellent organisational skills, including ability to plan, prioritise, make decisions, meet deadlines and maintain high-quality records.
7. Demonstrated commitment to the principles of working with Aboriginal Community Controlled Health Services.
8. Demonstrated understanding of Indigenous research methodologies and decolonising research.
9. High-level ability to create engaging website and social media content to promote excellence in Aboriginal health research.
10. Current C class driver’s licence.
11. Willingness to travel by 4WD vehicle and light aircraft.
12. Current National Police Clearance or willingness to obtain one.

**Desirable**

1. A local Aboriginal or Torres Strait Islander person, with established connections to the region.
2. Experience in working with Aboriginal communities to promote the development of research.
3. Qualifications in research at a higher degree level.

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| **Certification:** |

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

KAMS CEO

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_