

## POSITION DESCRIPTION

### National Best Practice Unit for Tackling Indigenous Smoking (NBPU TIS)

The National Best Practice Unit for Tackling Indigenous Smoking (NBPU TIS) supports regional tobacco grant recipients in their efforts to reduce the rates of smoking among Aboriginal and Torres Strait Islander people.



**Position:** Senior Project Officer NBPU TIS

**Reports to:** Manager NBPU TIS

The Senior Project Officer plays a key role in overseeing the support provided to TIS regional grant recipients to connect them with quality resources, tools and information. The Senior Project Officer will work closely with the Manager to ensure development and delivery of evidence-based support to regional grant recipients is established and maintained.

#### The work includes:

- Overseeing the matching of support available through the NBPU TIS with the needs of regional grant recipients
- Working with regional grant recipients to develop and deliver tailored support to assist them to meet the goals of the Tackling Indigenous Smoking programme
- Assisting with the organisation and participation in regional and national workshops involving grant recipients, key stakeholders, other experts
- Assisting in identifying, sourcing and if necessary designing workforce development and capacity building activities
- Overseeing the work with regional grant recipients to assist them to develop and implement performance monitoring and impact assessment activities to demonstrate progress towards achieving TIS program goals
- Overseeing the production of reports, papers and presentations of high quality and in a timely way.
- Establishing and maintaining good working relationships with NBPU team members, consortium members, grant recipients, expert providers, other Ninti One staff and departmental staff.
- Assisting the Manager NBPU TIS to:
  - develop the annual action plan and to report on progress.
  - supervise other team members as required
  - liaise with grant recipients
  - liaise with other consortium members on a day-to-day basis
- Contributing to a team culture that engenders cooperation with end-users, partners and across disciplines and cultures.
- Working with Ninti One staff to engage with Aboriginal Community Researchers (ACRs) to support the work of the Unit in remote areas of Australia.
- Identifying and sharing critical issues within the established parameters and protocols of the project; make suggestions to resolve such critical issues.
- Maintaining ethical standards in the conduct of project activities, especially in observing ethics and intellectual property protocols established by Ninti One to achieve effective practice in work with Aboriginal and Torres Strait Islander organisations and communities.
- Developing and maintaining a close working knowledge of social, political and scientific developments likely to impact on the TIS program, the work of NBPU TIS and its partners and bring this knowledge to bear on project work.
- Regular and extensive travel to all parts of Australia is likely to be required.
- Undertaking any other relevant work as required.
- Position based at the Ninti One Adelaide office.

## **Skills and experience**

- Excellent staff supervision skills
- High level project and community development skills
- Understanding or experience of evidence-based practice and measuring change
- Well organized, with excellent time management and ability to set priorities, and to be flexible and adaptable
- Excellent communication skills (verbal and written)
- High level cross cultural understanding and sensitivity
- Team player
- Ability and willingness to travel extensively throughout Australia
- Microsoft office suite

Preferably - Aboriginal or Torres Strait Islander person

Essential - a non-smoker

17<sup>th</sup> May 2017