

POSITION DESCRIPTION

National Best Practice Unit Tackling Indigenous Smoking (NBPU TIS)

The National Best Practice Unit 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: Project Officer NBPU TIS

Reports to: Senior Project Officer NBPU TIS

The Project Officer plays a key role in supporting TIS regional grant recipients to connect them with the support available from the NBPU TIS. The Project Officer will work closely with the Senior Project Officer to identify, develop and deliver evidence-based support to regional grant recipients.

The work includes:

- Matching the 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 program
- Organising and facilitating regional and national workshops involving grant recipients, key stakeholders, other experts
- Identifying, sourcing and if necessary designing workforce development and capacity building activities
- Working 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
- Produce 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.
- Assist the Senior Project Officer and 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.
- 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 required.
- Undertaking any other relevant work as required.
- Position based in the Ninti One Adelaide office.

Skills and experience

- High level Aboriginal and Torres Strait Islander cross cultural understanding and sensitivity
- Knowledge of the impacts of smoking on Aboriginal and Torres Strait Islander communities
- Project, community development, or similar experience
- Ability and willingness to travel extensively throughout Australia
- 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)
- Team player
- Microsoft office suite
- Current Drivers License

The role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People. People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply

Essential – Must be a non-smoker

14th February 2019