

POSITION DESCRIPTION

POSITION TITLE:	Regional Project Coordinator
PROJECT TITLE:	“Talking About The Smokes” - Phase two of Australian Indigenous Arm of the International Tobacco Control Policy Evaluation Project
SUPERVISOR:	Research Policy Officer (NACCHO) – Project Manager (MENZIES) – Project Leader (Menzies)
CLASSIFICATION LEVEL:	
SALARY RANGE:	\$65,000 - \$68,000 (+ 9% super + A/L loading and salary packaging based on qualifications and experience)
FTE:	1.0 for 24 months. 6 Month Probation Period applies to this position.

NO. OF POSITIONS REPORTING DIRECTLY: 0

NO. OF POSITIONS REPORTING INDIRECTLY: 0

SUMMARY AND MAJOR PURPOSE OF POSITION:

Smoking is responsible for an estimated 20% of all Indigenous deaths and one sixth of the health gap between Indigenous and other Australians. There has been almost no research on the impact of tobacco control policy on Indigenous Australians. The International Tobacco Control (ITC) Policy Evaluation Project is an international study that measures the psychosocial and behavioural impact of key tobacco control policies in 20 countries.

The National Aboriginal Community Controlled Health Organisation (NACCHO) and the Menzies School of Health Research (Menzies) has recently received funds to adapt the methods and framework of the International Tobacco Control (ITC) Policy Evaluation Project. The TATS Project aims to gain a better understanding of the impacts of tobacco control policies on Aboriginal and Torres Strait Islander smokers quitting and the factors mediating this. This is a national project which will involve sites all around the country commencing in August 2011 to December 2013.

The Regional Project Coordinators will be responsible for regional level coordination of the TATS Project under the direction of the TATS Project Manager, Project Leader and the NACCHO Research Policy Officer with direct responsibility for:

- Provide assistance to Aboriginal Community Controlled Health Services to make informed decisions regarding participation within the TATS Project;
- Assist the Project Manager in the negotiation of ACCHS Site Agreements and consent;
- Assist Aboriginal Community Controlled Health Services to identify and recruit Research Assistants for work on the TATS Project;
- Providing training and support for TATS Research Assistants;
- Provide assistance and liaise with other TATS Project staff and Aboriginal Community Controlled Health Services to build effective channels of communication in collaboration with the TATS Communication Coordinator;
- Support the TATS Project Manager, the TATS Research Team, and other TATS Project Staff to

monitor procedures relating to participant recruitment, data collection and management;

This position will be based in the NACCHO Secretariat in Canberra, and will require considerable travel around Australia.

The Research Team is David Thomas (Menzies, Project Leader); Sophie Couzos, Petah Atkinson and John Daniels (NACCHO); Jenny Hunt (AHMRC); Katie Panaretto (QAIHC); Vicki Briggs and Anke van der Sterren (Centre for Excellence in Indigenous Tobacco Control, University of Melbourne); Ron Borland (Cancer Council Victoria).

Other Project Staff include the Project Manager and Administrative Assistant (Menzies), the Communications Coordinator and other Regional Project Coordinator (NACCHO), and Research Assistants in up to 40 ACCHS Sites.

Aboriginal and/or Torres Strait Islander persons are strongly encouraged to apply.

PRIMARY RESPONSIBILITIES:

1. Regional level coordination and support to ACCHS sites.
2. Provide training and support for Research Assistants employed within participating ACCHSs.
3. Monitor progress of the Project in collaboration with the Project Manager and Research Team.
4. Liaise with the Communications Coordinator on all communications with ACCHSs and other stakeholders.
5. Other Duties as required to assist the TATS Research team and other Project staff, or as advised by the NACCHO CEO or NACCHO Research Policy Officer.

SELECTION CRITERIA:

Essential:

1. Postgraduate research qualification and/or research experience.
2. High level communication and negotiation skills, including a demonstrated ability to engage effectively with Aboriginal and Torres Strait Islander people and Aboriginal Community Controlled Health Services.
3. Demonstrated ability to work in a team environment.
4. Experience in the management of staff, including mentoring and training.
5. Demonstrated attention to detail and good organisation and administrative skills.
6. Basic computing skills (MS Word, Outlook, Excel etc.)
7. Interest in improving Indigenous health by reducing the harm caused by smoking.
8. A driver's licence and a willingness to undertake considerable travel around Australia.

Desirable:

1. Experience in conducting research in Aboriginal communities, especially with Aboriginal Community Controlled Health Services.
 2. Experience in tobacco control or tobacco control research.
 3. Being a non-smoker or willingness to quit smoking for the purpose of this job, with help and support.
 4. Demonstrated Writing Skills.
 5. Experience in the management of staff including mentoring and coaching.
 6. Experience in delivering training to small groups.
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