

POSITION DESCRIPTION

POSITION TITLE:	Indigenous Communication Projects Officer
CLASSIFICATION:	STO3
GROUP:	Directors Office
DEPARTMENT:	Deputy Directors Office
PROGRAM:	Aboriginal and Torres Strait Islander Health Research Program

POSITION OBJECTIVES

This position is principally responsible for planning, implementing, evaluating and delivering communication activities for Aboriginal and Torres Strait Islander Health Research.

ORGANISATIONAL CONTEXT

QIMR Berghofer is a statutory body under the QIMR Act (1945). The mission of QIMR Berghofer is to promote the wellbeing of humankind through medical research, to maintain within the State of Queensland an internationally recognised Centre for Medical Research, to develop that Centre as the primary focus of Medical Research within the State and to co-operate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

REPORTING STRUCTURE

This position reports directly to the Manager for Aboriginal and Torres Strait Islander Health Research.

PRIMARY RESPONSIBILITIES

- Plan, implement, evaluate and deliver communication activities for:
 - Regional Queensland High School Lecture Series
 - Regional Queensland Health Service and Research Sector Consultations
 - NAIDOC Week Celebrations
 - Indigenous Health Public Forums; and
 - Targeted Community and Service Sector Consultations.

- Provide support as required to other core strategies of the program
- Ensure work practices comply with the requirements of the Work Health and Safety Act, related legislative requirements and the Institute's WH&S policies and procedures.

KEY SELECTION CRITERIA (Qualifications, Experience, Skills, and Abilities)

Essential

- Tertiary qualifications or studying towards, in science, communication or related discipline
- Highly developed project management skills; specifically in relation to the proposal, planning, implementation, evaluation and delivery of quality, time limited projects.
- Experience working with the Indigenous community, health service and research sector of Queensland and in a collaborative manner.

Desirable

- Knowledge and an appreciation of the body of evidence with respect to youth engagement in relation to Education Queensland and the STEM initiative.
- An ability to work autonomously to deliver outputs on time and to an agreed standard.
- Demonstrated ability to work in a supportive manner as part of a small team who respect and appreciate diversity, individuality and integrity and who share responsibility for program success.