

Position Description

Title: Project Coordinator, Indigenous Genomics

Unit: Collaboration between VACCHO, Melbourne Genomics and ALIGN

Reports To: VACCHO Executive Manager, Research Team

Direct Reports: NA

Time Fraction: Full time (1.0 FTE)

Employment Status: 12 months (ongoing subject to further funding)

Location: 17-23 Sackville Street, Collingwood 3066, with Flexible Work Arrangements

About VACCHO

Established in 1996, VACCHO is the peak representative for the health and wellbeing of Aboriginal and/or Torres Strait Islander peoples in Victoria. We lead and support Aboriginal Community Control and the broader health and social services sector to deliver transformative health and wellbeing outcomes for Aboriginal and/or Torres Strait Islander peoples. Our Membership comprises 32 Aboriginal Community Controlled Organisation (ACCOs), providing support to approximately 65,000 Aboriginal and/or Torres Strait Islander peoples across Victoria.

VACCHO's vision is for vibrant, healthy, self-determining Aboriginal communities, and our Strategic Plan: *On Solid Ground (2021-26)*, outlines our bold steps to get there.

Benefits

- Working for Community in a culturally safe Aboriginal Community Controlled Organisation
- Able to support VACCHO's strategic direction as the peak body for the Aboriginal Community Controlled Sector in Victoria
- Access to a generous salary packaging entitlements and leave loading
- Access to additional leave entitlements including cultural leave, purchased leave and bonus Christmas leave
- Organisational early finish Fridays and access to flexible working arrangements
- Working in an inner-city office in Collingwood with wellness spaces and end of trip facilities available, plus access to some of Melbourne's best retail and hospitality venues.

This role is supported by the Australian Alliance for Indigenous Genomics and the Melbourne Genomics Health Alliance.

Australian Alliance for Indigenous Genomics (ALIGN)

ALIGN is a national consortium, led by the Indigenous Genomics Group at Telethon Kids Institute (TKI) and the Australian National University (ANU), in partnership with Aboriginal and Torres Strait Islander stakeholders, peak bodies and Communities, as well as research, clinical, industry and institutional partners from across Australia.

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ALIGN is currently comprised of 6 nodes of activity in Queensland, New South Wales, the Australian Capital Territory, Victoria, South Australia and Western Australia respectively. ALIGN’s Victorian node will constitute an Indigenous Governance Committee that can provide oversight of this project.

Melbourne Genomics Health Alliance

Melbourne Genomics is an alliance of leading hospitals, research and academic institutions, working to make genomics a part of routine healthcare in Victoria. Visit melbournegenomics.org.au.

Role Overview

Genomic medicine – healthcare informed by greater knowledge of our DNA – is advancing rapidly. Technology now enables us to ‘read’ our DNA and use this information for more accurate diagnoses, explore personalised treatments and improve our outcomes. However, improving equity and access for Aboriginal and Torres Strait Islander people to these services is essential to ensuring these benefits are fully realised.

The **Project Coordinator, Indigenous Genomics** will work closely with Victoria’s Aboriginal community-controlled health organisations and other key stakeholders to: build respectful and collaborative relationships; understand health service and Community priorities in relation to genomic medicine; identify barriers to equitable access to genetic and genomic health services including recommending best-practice models to improve service pathways for Aboriginal and Torres Strait Islander people; and identify opportunities to build capacity, Community and health services resources and improve practice.

The **Priorities Project** is delivered through the Victorian node of the Australian Alliance for Indigenous Genomics (ALIGN), in conjunction with the Victorian Aboriginal Community-Controlled Health Organisation (VACCHO) and supported by the Melbourne Genomics Health Alliance. **The Project Coordinator will be employed by VACCHO and will primarily be based at VACCHO. There may be an opportunity to work from Melbourne Genomics in Parkville as a secondary location.**

VACCHO promotes substantive equality for Aboriginal and/or Torres Strait Islander peoples. **This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act (2010). This employment opportunity is only available to Aboriginal and Torres Strait Islander peoples.**

Key Responsibilities

Project coordination

- Manage the day-to-day operational and tactical aspects of the project
- Provide administrative support including organising meetings, agendas and minutes
- Monitor and report on progress, ensuring milestones and performance indicators are reached

Stakeholder engagement

- Build respectful and collaborative relationships with Aboriginal health services
- Build relationships across the Australian Alliance for Indigenous Genomics (ALIGN), working closely with staff employed through the Victorian node of the network
- Liaise between ALIGN members and Indigenous health services in Victoria, helping to build respectful partnerships between organisations
- Keep all project stakeholders informed of progress and identify opportunities for engagement

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Research and reporting

- Work with VACCHO, ALIGN and Melbourne Genomics researchers and professional staff to identify: priorities of the Indigenous health sector in relation to genomics; ways to improve referral and access pathways to genetic health services; and opportunities to build capacity and increase the cultural safety and responsiveness of mainstream health services that provide genomic medicine
- Lead and participate in the relevant research ethics applications and supporting documentation required for any part of the project
- Contribute to the development of research tools, papers and presentations
- Apply standards for informed consent, intellectual property, privacy and records management

Resource development

- Work with ALIGN and Melbourne Genomics teams to curate or develop culturally appropriate resources on genomic testing for use with Indigenous health services
- Identify and/or develop culturally appropriate and relevant training modules to increase workforce capacity and capability in the areas of genetic and genomic health
- Support Aboriginal and Torres Strait Islander patients and families to share their stories and experiences, where it is ethically, culturally safe and appropriate to do so
- Ensure the key principles of *Culture and Kinship: Our Choice, Our Way; and Knowledge* are embedded throughout your work and the work of your team
- Regular attendance and participation at ALIGN meetings, program meetings, all-staff and other meetings.
- Undertake other duties appropriate to the level of the position, as directed by the Unit Manager to meet Unit objectives.

Key Selection Criteria

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Personal qualities

- Demonstrated capacity to build respectful and collaborative working relationships
- Highly developed oral and written communication and interpersonal skills
- Demonstrated capacity to manage sensitive information, maintain confidentiality and always remain impartial.
- Self-motivated and demonstrated ability to work independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions, and deadlines.

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Knowledge and skills

- Demonstrated experience and knowledge of working with Aboriginal and/or Torres Strait Islander communities, services or professional bodies
- Tertiary qualifications that may include Indigenous, public or community health, project management, biomedical sciences or related fields
- Experience undertaking qualitative or quantitative research and developing best-practice models of care
- Experience developing culturally appropriate and accessible resources
- Strong administrative and project management skills
- Knowledge of genetics and genomics is useful but not essential, as training will be provided through Melbourne Genomics
- Demonstrated proficiency and experience using Microsoft applications (e.g., Microsoft Word, Excel, Outlook, Project Management) combined with a high level of accuracy and attention to detail.

Highly Regarded

- Demonstrated knowledge, understanding, and commitment to Aboriginal and/or Torres Strait Islander peoples, cultures, and health.
- Demonstrated understanding of the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal peoples, Communities, and organisations, in a culturally safe, and appropriate, manner.

Compliance with VACCHO Standards

1. **VACCHO is an Equal Opportunity Employer** and abides by the Equal Opportunity Act (2010); we are committed to ensuring our workplace and Member Support Services reflect this. Everyone is welcomed at VACCHO, and all candidates are encouraged to apply regardless of age, cultural background, ethnicity, gender, sexual orientation, or religious affiliation. VACCHO strongly encourages Aboriginal and/or Torres Strait Islander peoples to apply for all advertised VACCHO roles.
2. **VACCHO is committed to Diversity and Inclusivity**, and we are currently undergoing Rainbow Tick Accreditation
 VACCHO is committed to welcoming and embracing the diversity of cultures, identities, gender, sex, and sexually diverse identities and expressions, experiences, beliefs, and values of all people. VACCHO believes in the right for all people to always be treated with respect and dignity, and that all people who govern, work for, undertake work at, or visit VACCHO should always feel safe and included at VACCHO.
3. **VACCHO is OHS compliant** and requires all employees to comply with all work health and safety rules, regulations, and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*).
4. **VACCHO is committed to health** and wellbeing and requires employees to follow all health and safety directions in relation to COVID-19 (including, but not limited to, directions provided by VACCHO, Public Health Orders, and Victorian Chief Health Officer directions).

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5. **VACCHO is committed to Quality and Compliance** and requires all employees to participate in, and promote our quality control, risk management, safety, and compliance systems, including but not limited to:
 - a. participation in the development and application of VACCHO's policies and procedures
 - b. contribution to the identification, reporting and management of risks
 - c. adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements
6. **VACCHO requires employees to adhere to a Code of Conduct**, including a commitment to confidentiality and conflict of interest declarations.
7. **VACCHO's Values** are Compassion, Empowerment, Respect, Teamwork, Integrity, Commitment, Confidentiality, and Optimism.

Conditions of Employment

The following are required as a condition of employment at VACCHO:

- A current National Police Records Check
- A current Working with Children Check
- A current, and valid (cannot be expired) Victorian Drivers Licence. The position may require travel throughout the state of Victoria and occasional interstate travel.
- Reasonable and valid evidence that you have received two doses of a COVID-19 vaccine and any booster shots (if required by VACCHO). This may include a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register. We note that evidence must be derived from a record of information that was made under, or in accordance with, the *Australian Immunisation Register Act 2015* (Cth).
VACCHO will consider any current exemption (provided by a medical practitioner), verifying that a person is unable to receive vaccination/s due to medical contraindications or conditions. However, VACCHO retains absolute discretion in accepting such and will thoroughly consider our Duty of Care, and legislative obligations to all workers and visitors.
- Where applicable:
 - you must have the right to work in Australia and provide evidence of such (i.e., Right to Work check, Australian Citizenship, permanent residency, or a valid visa with permission to work)
 - You cannot be classified as a Disallowed Person

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Position Description Acceptance

I have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

SIGNED by the EMPLOYEE

.....
 Signature: Name: Date:

SIGNED by the MANAGER

.....
 Signature: Name: Date:

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