

Position Title	Aboriginal Projects Officer	Report to	Research and Projects Manager
Division and Team	Cancer Prevention and Research	Location	Subiaco
New position or revision and date	New position		

Position Purpose

This role supports the Aboriginal Projects Coordinator to ensure our cancer prevention and early detection strategies are delivered to Aboriginal peoples throughout Western Australia, as well as educating and supporting health professionals working with Aboriginal communities and implementing Cancer Council WA's Reconciliation Action Plan.

Note: Within Western Australia, the term "Aboriginal" is used in preference to "Aboriginal and Torres Strait Islander", in recognition that Aboriginal people are the original inhabitants of Western Australia; no disrespect is intended to Torres Strait Islander colleagues and community.

Our Vision	Achieve a cancer-free future for our community.
Our Mission	Cancer Council Western Australia works with our community to reduce the incidence and the impact of cancer.
Our Values	<p><i>Making a real difference</i> We seek to have a major positive impact on the lives of all West Australians. We never stop seeking to improve and innovate what we do and are prepared to take risks to achieve breakthrough results.</p> <p>We do this by living the following values:</p> <ul style="list-style-type: none"> • <i>Integrity</i> We have high standards and we do what we say we will do. We are transparent and consistent in the way we work and relate. • <i>Evidence</i> We always seek the most solid foundation of evidence available in every practice we embrace. • <i>Care</i> We are passionate about our mission and deeply value our community and each other. We show empathy for those we are here to serve, respect and value our staff and volunteers and do everything we do with great care. • <i>Collaboration</i> We actively engage with others and each other to achieve our shared objectives. We create inclusive and empowering connections with and between our stakeholders to build the capacity we need to bring about great change. • <i>Equity</i>

	<p>We work positively with people of different backgrounds, status and education to help them achieve the best possible level of health and wellbeing.</p> <ul style="list-style-type: none"> • Boldness We engage in continuous improvement and innovation and take risks to achieve results.
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Key Responsibility Area	Inputs - Key Activities	Outputs - What is expected/end result	Measures - How it is measured
Operational			
Professional learning	Support the Aboriginal Projects Coordinator to implement and evaluate professional learning initiatives on cancer control for Aboriginal peoples in WA	Support coordination, administration, and delivery of professional learning initiatives on cancer control for Aboriginal peoples with assistance from Cancer Prevention and Research staff and in consultation with the Aboriginal Advisory Group and relevant stakeholders. This includes but is not limited to internal courses, external accredited courses, eLearning modules, publications, resources and partnerships to support such programs.	Professional learning initiatives are effectively coordinated and delivered in line with organisational and divisional plans with feedback from Aboriginal Projects Coordinator, Manager, and external stakeholders
Public education	Support the Aboriginal Projects Coordinator to coordinate culturally appropriate community and public education initiatives on cancer control for Aboriginal peoples in WA	Support coordination and evaluation of culturally appropriate community and public education initiatives on cancer control for Aboriginal peoples with assistance from Cancer Prevention and Research staff and in consultation with the Aboriginal Advisory Group and relevant stakeholders. This includes but is not limited to yarning sessions, talks, publications and resources.	Culturally appropriate community and public education initiatives on cancer for Aboriginal peoples is effectively implemented and evaluated in line with organisational and divisional plans with feedback from Aboriginal Projects Coordinator, Manager, and external stakeholders
Reconciliation Action Plan (RAP)	Support the Aboriginal Projects Coordinator in the development, implementation, and evaluation of Cancer Council WA's RAP	Collaborate with the internal RAP Working Group in the development, implementation, and evaluation of Cancer Council's RAP. This includes but is not limited to implementing changes recommended for the	Supervisors' feedback via formal and informal communications reflects that RAP outputs have progressed and new opportunities and initiatives have been proposed and developed where appropriate.

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		RAP by the external Aboriginal Advisory Group, Cancer Council WA's internal RAP Working Group, and Reconciliation Australia, to promote the RAP via internal communication strategies and coordinate RAP activities.	Feedback from key stakeholders indicates the RAP has been developed and implemented effectively.
Finance	Ensure appropriate use of financial resources	Ensure resources are appropriately safeguarded and spent/used in accordance with CCWA policy and procedures	Manager feedback via formal and informal communications reflects that this has been achieved
Relationship Management			
Internal relationships	Establish and maintain effective working relationships with internal CCWA staff	Establish and maintain effective working relationships with internal CCWA staff which include but are not limited to attendance and participation at internal meetings and working groups as requested by the Manager	Manager feedback via formal and informal communications reflects that this has been achieved
External relationships	Establish and maintain effective working relationships with external stakeholders	Effective professional relationships are developed and maintained with external stakeholders which include but are not limited to Aboriginal health and medical services and organisations, media and other peak bodies	External stakeholders feedback reflects the relationships are positive and effective
	Represent Cancer Council WA at external meetings, seminars and other events	Effective professional relationships are developed and maintained with external contacts	Stakeholder feedback via formal and informal communications reflects that a professional image is conveyed in public forums
	Oversite and supervision of stakeholder database	Stakeholder database is regularly updated and accurately maintained. Supervision of administration staff updating the stakeholder database	Manager feedback via formal and informal communications reflects stakeholder database is regularly updated and accurately maintained

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Occupational Health and Safety			
	<p>All team members are trained in all relevant Occupational Health and Safety processes relevant to their position</p> <p>Appropriate personal protective equipment is used at all relevant times</p> <p>Any situation, event or incident that is in breach of Occupational, Health and Safety policies or procedures is identified and reported and corrective actions implemented where appropriate</p>	<p>Attendance at required OHS training</p> <p>PPE worn correctly at all times</p> <p>Hazards and Accidents reported</p>	<p>No Lost Time Injury</p> <p>The workplace is maintained in a safe condition 100% of the time</p>

Selection Criteria	Essential	Desirable
Experience in required industry and or position		
Pursuant of Section 50(d) of the Equal Employment Opportunities Act 1984, the occupant of this position must be of Australian Aboriginal or Torres Strait Islander descent	X	
Demonstrated ability to successfully plan, implement, evaluate and report on projects within allocated timeframes and resources.	X	
Demonstrated ability to work both autonomously and as a member of a team.	X	
Demonstrated knowledge of cancer control issues experienced by Aboriginal peoples		X
IT skills		
Computer skills including competency in the use of Microsoft Products	X	
Abilities		
High level written and verbal communication skills; excellent interpersonal skills including ability to communicate effectively with senior managers, health professionals, community workers and community members.	X	
CCWA Values		
Demonstrated understanding of and commitment to the values of Cancer Council WA	X	
Positive approach to the workplace	X	