Exciting opportunity for an Aboriginal and/or Torres Strait Islander **Project Officer** to manage and contribute to the development and implementation of the Australian Eye and Ear Health Survey with the Brien Holden Foundation (BHF).

- **Salary Package:** from $81,000 - $86,000 p.a., plus 10% super guarantee contribution and annual leave loading.
- **Salary packaging Benefits:** Ability to salary package up to $15,900 p.a. towards living expenses before tax.
- **Appointment Type:** Full time, Fixed term for 2-year appointment.
- **Location:** University of New South Wales & Westmead Institute for Medical Research (WIMR).

Reporting to the Head of Australia Program at BHF and the Senior Research Project Manager based at WIMR, the Project Officer will play an important role in supporting the Brien Holden Foundation Eye team, in the development and conduct of the eye health component of The Australian Eye and Ear Health Survey.

**KEY RESPONSIBILITIES INCLUDE:**
- Lead engagement with the Aboriginal and Torres Strait Islander component of the Australian Eye & Ear Health Survey to maximise cultural safety of the survey for all Aboriginal and Torres Strait Islander participants.
- Working with the Ear Health Survey Aboriginal and Torres Strait Islander Project Officer, develop and support the execution of the Aboriginal and Torres Strait Islander survey protocols to meet project milestones.
- Coordinate project activities including resourcing requirements, participant recruitment, staff training, relevant Aboriginal and Torres Strait Islander ethics applications, and governance.
- Undertake research, data gathering and analysis as relevant to each project.
- Develop and implement project deliverables, including the creation of resources, tools which support implementation and associated process improvement initiatives.

**ABOUT YOU**

You will be a motivated and driven individual with a commitment to delivering high level project management support and expertise. You will be familiar with the human ethics guidelines and hold experience in quantitative and/or qualitative research methodology including patient recruitment, working on epidemiological surveys and/or clinical trials.

Ability to effectively communicate and work with Aboriginal communities and community-controlled organisations is key to this role. If you are proactive in nature, resilient in your approach, and looking for an opportunity to work in a unique and rewarding environment this is a role you will thrive in.

There is an option to enrol as a PhD candidate with one of the university partners as part of this role.
ABOUT US

Brien Holden Foundation, located on campus at the University of New South Wales, is a global non-profit public health organisation. The Foundation delivers sustainable eye care services, education and training programs in remote and isolated communities in Australia and overseas. The Foundation is focused on the elimination of uncorrected vision impairment and avoidable blindness by developing eye care solutions within communities in most need, thereby improving opportunities in education, employment and quality of life.

BHF has partnered with Macquarie University, WIMR, University of Sydney, University of New South Wales, and the George Institute for Global Health to conduct the Australian Eye and Ear Health Survey. The team at BHF will work with WIMR to implement the Aboriginal and Torres Strait Islander component of the eye health national Survey.

TO APPLY

To be considered for this position, please apply online with your CV and cover letter (1-2 pages addressing the selection criteria below:

- Aboriginal and/or Torres Strait Islander person with a demonstrated knowledge of Aboriginal or Torres Strait Islander values, connections and knowledges that will contribute to an Indigenous standpoint. Brien Holden Foundation considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under Section 14 of the Anti-Discrimination Act 1977 (NSW).

- Tertiary qualifications in a health-related discipline and/or equivalent experience.

- Knowledge of human ethics guidelines.

- Experience in quantitative and/or qualitative research methodology including patient recruitment, working on epidemiological surveys and/or clinical trials.

- Ability to effectively communicate and work with Aboriginal communities and community-controlled organisations.

- Computer skills including MS Office and database management.

- Ability to document, track and achieve project activities and plans.

- Building relationships and stakeholder management. Whilst working both independently and as a part of a team.

Note: Frequent domestic travel is required (including rural and remote Australia).

Specific Role Enquiries: Colina Waddell, Head of Australia Programs, c.waddell@brienholdenfoundation.org

General Role Enquiries: Linda Puckeridge, ED – People and Culture on l.puckeridge@bhvi.org

Applications Close: Wednesday 27 October 2021 at 11:55pm

At Brien Holden Foundation, we are committed to providing a working environment where each individual is valued, respected and supported to progress. Our priority is to ensure culture, policies and processes are truly inclusive and that no-one is disadvantaged on the basis of their Aboriginal and Torres Strait Islander identity, gender, culture, disability, LGBTIQ+ identities, family and caring responsibilities, age, or religion. We encourage everyone who meets the selection criteria and shares Brien Holden's values of scholarship, empowerment and integrity to apply.