

JOB DESCRIPTION



Position Title	Head, Kulunga	Level	D
Reports to (role)	Deputy Director (Aboriginal Health)/Director External Affairs		
Team	Kulunga Aboriginal Unit		
Location	Telethon Kids Institute, Northern Entrance, Perth Children's Hospital		

PURPOSE OF POSITION

The Head, Kulunga will play a senior role in the full integration of Aboriginal health research as a core business focus of the Telethon Kids Institute (TKI) and will lead and manage the Kulunga Aboriginal Unit which has four core aims:

1. Provide support, advice and community navigation for all TKI researchers focused on the health and wellbeing of Aboriginal children and families to ensure the research responds to community needs and meets the Standards for Aboriginal Health Research.
2. Provide cultural training and oversight of cultural governance within research projects
3. Provide training and support for all Aboriginal people involved in conducting the TKI research effort, now and in the future, and enable their career trajectory.
4. Build awareness and understanding of TKI research in Aboriginal communities

This position will also work with the Deputy Director (Aboriginal Health) in the implementation of specific key performance indicators listed in the Institute's Up For The Challenge (2019 -2023) Strategic Plan, the Commitment to Aboriginal Children Statement and the work of the Aboriginal Health Research Focus Area Leadership Group.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
<p>Enhance Cultural Integrity of Institute Research</p>	<ul style="list-style-type: none"> • Maintain a steadfast commitment to Aboriginal culture, providing leadership in working with internal and external stakeholders to achieve gains in Aboriginal health and wellbeing. • Maintain and further develop strategic alliances, partnerships, networks and other collaborations between Telethon Kids Institute and government, non-government agencies to support the goals of the Institute's Up for The Challenge Strategic Plan and Commitment to Aboriginal Children and Families Statement. • Ensure Institute policy, planning and decision-making are based on community wisdom, research and data, which together form best practice and evidence. 	<ul style="list-style-type: none"> • Leadership in creating and maintaining a culturally safe environment for Aboriginal people and researchers • Network of strategic alliances, partners and stakeholders developed and maintained • Evidence of active Aboriginal presence in development of Institute policies and plans • Formal and informal feedback from internal and external stakeholders.
<p>Research Excellence</p>	<p>Work with the Institute's Research Leadership and Researchers to:</p> <ul style="list-style-type: none"> • Make a substantial contribution to the science of Aboriginal child and family health and development. • Ensure that the conduct of research in all areas of Aboriginal health and development research is consistent with the Institute's Standards of Practice in Aboriginal Health Research. • Inspire research collaboration and support highly productive research teams to make a difference to Aboriginal child and family health and development • Regularly promotes the role of Kulunga through presenting at community, State National and International conferences or meetings 	<ul style="list-style-type: none"> • Highly effective relationships established with research leadership and researchers • Fosters excellence in research consistent with Standards • Improved research and translation capacity. • Increased numbers and scope of successful grant submissions and research activities. • Feedback from key clients and stakeholders. • Success in attaining philanthropic and competitive grant funding. • Diversified funding streams. • Fully compliant research outputs.

Leadership	<ul style="list-style-type: none"> • Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables articulated within applicable Work Plans and identified projects, whilst maintaining a high level of service for business as usual activities. • Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed. • Hold direct reports accountable to their responsibilities and results. • Be a role model for effective and positive leadership which is ethical, results driven and future-oriented. • Foster a culture of transparent, effective, timely and appropriate internal and external communication. • Effectively manage change management processes, encouraging innovation, diversity and continuous improvement. • Support the professional development of staff through coaching, mentoring, training and collaboration opportunities. 	<ul style="list-style-type: none"> • Staff understand and embrace organisational culture, directions, goals and client service ethos. • Staff are aware of their responsibilities and expectations in their roles. • Staff feel supported and engaged.
Workplace Safety	<ul style="list-style-type: none"> • Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures. • 	<ul style="list-style-type: none"> • Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:	Relevant tertiary qualification or equivalent experience.
Essential Skills, Knowledge & Experience:	<p>In this position, the incumbent's race is a genuine occupational qualification and is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 and s51 of the Equal Opportunity Act 1984 (WA).</p> <ul style="list-style-type: none"> • Demonstrated experience in leadership and staff management including responsibility for effective service delivery, staff capacity building, and creating and maintaining and effective

	<p>and highly motivated team, working effectively in a complex and changing environment.</p> <ul style="list-style-type: none"> • An understanding and ability to articulate Aboriginal self-determination, community advancement and capacity building, as well as to a high quality of service delivery and organisational excellence. • A highly developed understanding of Aboriginal research, research design and application across diverse cultural settings • Exceptional stakeholder-engagement and relationship building skills underpinned by a proven ability to develop clear and considered advocacy strategies. • Demonstrated ability to prepare and control budgets and to deliver organisational and individual goals on time and within budget. • Demonstrated ability to be self-motivated and work autonomously and as part of a team, with a flexible, positive and collaborative approach.
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DIRECT REPORTS	<ul style="list-style-type: none"> • 2 FTE Metro • 3 FTE Kimberley
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Approved by:	Deputy Director (Aboriginal Health)/Director External Affairs
Date approved:	10 September 2019
Reviewed by P&C:	10 September 2019