

Position Title: **FIRST NATIONS PROJECT OFFICER – THE NATIONAL PRETERM AND EARLY TERM BIRTH PREVENTION PROGRAM**

Campus: Ballarat

Directorate: Women's and Children's

Department: Nursing and Midwifery/Aboriginal Health Team

Reporting to:

- Direct: Supervisors - Aboriginal Hospital Liaison Officer Manager
- Indirect: Director of Women's and Children's Services

Direct Reports: N/A

Appointment Terms/Conditions:

Classification and Code: Registered Midwife or Registered Nurse Grade 3B YU11 (or equivalent)
Allied Health worker registered with AHPRA - Community Development
Worker Class 2AB

Enterprise Agreement: Victorian Public Health Sector Nurses & Midwives Enterprise Agreement
Allied Health Professionals (Victorian Public Sector) (Single Interest Employers)
Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The First Nations Project Officer for the National Preterm Birth Prevention Program provides cultural leadership and project support to ensure strategies to reduce preterm birth are implemented in a culturally safe and inclusive manner across participating sites. This role works closely with the collaborative team, Aboriginal Hospital Liaison Officers (AHLOs), Aboriginal Community-Controlled Health Organisations (ACCHOs), Koori Maternity Services (KMS), and health service stakeholders to embed sustainable changes that improve outcomes for Aboriginal and Torres Strait Islander families.

Short- and longer-term goals of the National Preterm Birth Prevention Collaborative at GHB include:

- Engaging and collaborating with health services and local First Nations communities to co-design and implement culturally safe strategies for preterm birth prevention.
- Supporting the development and delivery of culturally inclusive models of care, tailored to local needs and informed by best practice and community input.
- Working with existing service providers, including AHLOs, ACCHOs, KMS, hospitals, and maternity care teams, to enhance care for First Nations families.
- Facilitating communication and feedback loops with First Nations consumers and clinicians to ensure their voices inform project activities and outcomes.
- Supporting the collection of culturally appropriate data and contributing to evaluation processes, including measuring baseline and post-implementation outcomes.
- Exploring the acceptability and sustainability of culturally safe preterm birth prevention strategies at GHB

KEY ACCOUNTABILITIES

- Support planning, implementation, and monitoring of project activities related to the Partnering with First Nations Communities pillar.
- Assist with timelines, reporting, and documentation for collaborative workstreams.
- Provide advice and guidance to ensure cultural safety in all project activities.
- Act as a liaison between Aboriginal communities, health services, and project teams.
- Build and maintain strong relationships with ACCHOs, KMS, hospitals, and maternity care providers.
- Facilitate communication and feedback loops with First Nations consumers and clinicians.
- Contribute to education and awareness initiatives for staff on culturally safe care and preterm birth prevention strategies.
- Support collection of culturally appropriate data and contribute to evaluation processes

The First Nations Project Officer is expected to demonstrate:

- Cultural Respect and Safety: Actively promotes and practices cultural safety, showing deep respect for Aboriginal and Torres Strait Islander peoples, their cultures, and perspectives in all interactions and project activities.
- Compassion and Empathy: Genuinely cares for First Nations families and communities, is available and ready to help, and demonstrates real empathy for the experiences and needs of others.

- Approachability and Trust-Building: Is easy to approach, builds rapport with First Nations consumers, clinicians, and stakeholders, and is sensitive to interpersonal anxieties, fostering trust and open communication.
- Interpersonal Skills: Relates well to people from diverse backgrounds, including First Nations communities, and builds effective, respectful relationships with all stakeholders.
- Critical Thinking: Applies critical-thinking skills to identify and solve problems, especially those affecting culturally safe care and improved outcomes for Aboriginal and Torres Strait Islander families.
- Teamwork and Collaboration: Works collaboratively with First Nations colleagues, ACCHOs, KMS, and interdisciplinary teams to achieve shared goals.
- Communication and Active Listening: Communicates clearly and sensitively in written and verbal forms, actively listens to First Nations consumers and clinicians, and ensures their voices are heard and valued.
- Positive Culture Contribution: Interacts with women, babies, families, and colleagues in a manner that is respectful and promotes a positive, culturally safe environment for everyone.
- Integrity and Accountability: Upholds the highest standards of integrity, professionalism, and ethical behaviour, especially in relation to cultural safety and confidentiality

KEY SELECTION CRITERIA

- Identify as Australian Aboriginal and/or Torres Strait Islander.
- High-level interpersonal, written and verbal communication skills, including the ability to communicate sensitively and effectively and work in partnership with First Nations people, and to engage with multi-disciplinary stakeholders at various levels.
- Strong understanding of Aboriginal and Torres Strait Islander health and cultural safety principles.
- Relevant experience working within the health care setting or with First Nations community organisations.
- Good organisational skills and attention to detail.
- Demonstrated high level of self-motivation and personal management skills.
- Ability to maintain accurate records in a timely manner.
- Ability to work effectively in a multi-disciplinary team.
- Basic computing skills in word processing and data entry.
- Experience in health service liaison, project work, or community engagement.
- Ability to work collaboratively across diverse teams and maintain respectful relationships

Desirable Selection Criteria

- Bachelor of Nursing/Midwifery or other recognized equivalent formal qualification leading to registration as a Nurse or Midwife in Australia.
- Previous research or experience in project coordination and management.
- Project management experience.
- Previous experience with data management

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

