



Position: SENIOR PROJECT OFFICER- TACKLING INDIGENOUS SMOKING AND VAPING

Work group: Primary Health Programs

Reports to: Manager, Substance Misuse and Social and Emotional Wellbeing

Classification Code: AHCSA Level 6

Employment status: Full-Time

Contract Term: 1 year Fixed Term Contract

Approval: Date:.....

Executive Board Aboriginal Health Council of SA Ltd.

JOB SPECIFICATION

1. Organisational overview

The Aboriginal Health Council of South Australia Limited (AHCSA) is the peak body representing Aboriginal community-controlled health and substance misuse services in South Australia at state and national levels.

Our primary role is to be the 'health voice' for all Aboriginal people in South Australia. We achieve this by advocating for the community and supporting workers through our Member Services with appropriate Aboriginal health programs based on a holistic perspective of health.

The Senior Project Officer, Tackling Indigenous Smoking and Vaping is funded through the Commonwealth Department of Health, Disability and Ageing's Indigenous Australians Health Program (IAHP). The IAHP aims to improve the health of Aboriginal and Torres Strait Islander peoples by addressing local health needs and working towards health equality between Indigenous and non-Indigenous Australians, particularly in child mortality and life expectancy.

The Tackling Indigenous Smoking (TIS) Program is a well-established, health promotion initiative focused on reducing tobacco and vaping use among First Nations communities. Its core objective is to help close the gap in health outcomes by addressing smoking and vaping, the two most significant risk factors for chronic disease amongst Aboriginal and Torres Strait Islander peoples. The program plays a key role in collective efforts across sectors and communities to:

- reduce the use of smoking and e-cigarettes, and prevent uptake
- promote 'smoke-free' communities, homes, cars, workplaces and other shared spaces
- improve the life expectancy of First Nations people
- increase the number of healthy birthweights.

AHCSA is one of 26 organisations across Australia funded to deliver the TIS program. It is responsible for delivering the Program in the Port Augusta Indigenous Region ('IREG' or 'region') of South Australia, which it does in partnership with the four Member Services located within the region: Nganampa Health Council, Pika Wiya Health Service, Umoona Tjutagku Health Service and Nunyara Aboriginal Health Service. AHCSA provides an overarching coordination function for program delivery across the Port Augusta IREG, while the four Member Services deliver the program to their local communities.

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2. Summary of the broad purpose and characteristics of the position

The Senior Project Officer - Tackling Indigenous Smoking and Vaping is responsible for leading the strategic coordination of activities required to successfully deliver the TIS Program across the Port Augusta IREG. The Senior Project Officer works in collaboration with the four Member Services to co-design and implement the regional TIS Activity Work Plan, ensuring alignment with national program objectives and requirements, and the principles of Aboriginal community control.

The position oversees delivery of culturally safe, smoking and vaping cessation and support activities for the region, with a strong focus on health promotion, advocacy and community engagement. It combines high-level program coordination with the provision of expert guidance on evidence-based health promotion approaches to tobacco and vaping reduction amongst Aboriginal people. The Senior Project Officer also plays a key role in building and maintaining the evidence base to guide program focus areas and activities for the region, coordinating the development of program resources, and delivering capacity-building initiatives for staff involved in TIS program delivery, and on the ground support where needed.

The Senior Project Officer coordinates reporting on TIS Program activities, partnering with Member Services to gather and analyse data to assess the effectiveness of program activities implemented across the region, and support continuous improvement. The position fosters strong partnerships and stakeholder relationships to enhance program reach and impact, and contributes to national TIS program activities on behalf of the Port Augusta region.

Organisational relationships and extent of authority

The Senior Project Officer is accountable to and reports to the Manager, Substance Misuse and Social and Emotional Wellbeing. The position works in partnership with staff in the four Member Services located within the Port Augusta IREG who have responsibility for delivering the program within their local communities. The position also works in close collaboration with AHCSA staff, in particular other members of the Substance Misuse and Social and Emotional Wellbeing Team.

The position operates with a level of autonomy, applying specialist knowledge and skills and adhering to TIS Program requirements and well-established AHCSA policies, procedures, methods, and guidelines in its day-to-day work. The position uses initiative and professional judgment as necessary.

3. Special conditions

- National Police Certificate required.
- Requires the ability to travel intra-state and interstate, including overnight absences.
- Out-of-hours work may be required.
- Possession of a current driver's licence is essential.

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4. Statement of Key Responsibilities

The Senior Project Officer - Tackling Indigenous Smoking and Vaping is responsible for:

TIS Program planning: *Leading the strategic planning and coordination of the TIS Program in the Port Augusta region, in partnership with Member Services, by:*

- Facilitating the co-design of the annual TIS Activity Work Plan with Member Services in the Port Augusta region, informed by evidence, best practice approaches, and TIS Program requirements.
- Managing the approval process with the Commonwealth for the annual Activity Work Plan.
- Establishing and managing individual work plans with the four Member Services for the delivery of the program within their communities.
- Providing advice and expertise to Member Services in the design of their local program approaches, informed by evidence and best practice health promotion approaches for reducing smoking and vaping amongst Aboriginal people.
- Creating and managing an annual schedule of support visits to Member Services to assist with local program delivery.

TIS Program delivery: *Overseeing the delivery of the TIS Program across the Port Augusta region, supporting Member Services and coordinating shared and region-wide program activities by:*

- Visiting Member Services in their local communities and supporting them in delivering community TIS program activities where required.
- Facilitating the co-design of shared program resources with Member Services, and managing the production and distribution of program resources to Member Services.
- Managing the implementation of region-wide program activities agreed with Member Services, including coordinated media strategies (e.g. social and traditional media campaigns) to enhance program reach and impact, drawing on expert assistance as required.
- Co-developing with Member Services strategies to deliver the program to communities located in parts of the region outside Member Service catchments.
- Acting as the central point of contact for the TIS program in the Port Augusta region.

Partnership development and stakeholder relationships: *Leading strategic partnership development and stakeholder engagement to strengthen program delivery, advocate for best practice approaches, and represent the Port Augusta region by:*

- Collaborating with Member Services to identify partnership opportunities that support the program and taking the lead where it is agreed that AHCSA's involvement may enhance the pursuit and impact of a partnership opportunity.
- Leading stakeholder engagement and advocacy efforts to support Member Services and strengthen the region's program delivery efforts to reduce smoking and vaping amongst Aboriginal people.
- Managing relationships with the TIS Program National Best Practice Unit and Community Grants Hub on behalf of the Port Augusta region.
- Exploring and facilitating collaboration opportunities with other entities delivering the TIS Program in other parts of South Australia, and interstate.
- Actively promoting the TIS Program internally and externally and exemplifying smoke-free behaviours.



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Workforce capacity building: *Providing support and guidance to Member Services to develop and maintain staff skills and knowledge to strengthen program delivery and build long-term capacity by:*

- Developing and maintaining an induction package for Port Augusta TIS Program team members employed by AHCSA and Member Services.
- Assisting Member Services to recruit their TIS workforce roles, where relevant.
- Coordinating and delivering workforce capability-building activities to support Member Services.
- Working with Member Services to identify opportunities to strengthen organisational systems to enhance program delivery.
- Coordinating Member Service participation in TIS training and development initiatives offered by the TIS National Best Practice Unit.
- Providing expert advice and support to Member Services with their program approaches, as required.

Continuous improvement: *Providing leadership to support program governance and continuous improvement by:*

- Engaging with the TIS National Best Practice Unit to maintain knowledge of best practice approaches, emerging trends/issues, national program requirements, etc, and share information with Member Services as required.
- Convening the TIS Community of Practice for AHCSA and Member Service operational staff delivering the TIS Program to share learnings and information related to the program.
- Supporting the regional TIS Strategic Leadership Group by coordinating timely information and advice to enable effective strategic oversight and leadership of the program.
- Participating in forums associated with the national TIS Program on behalf of the Port Augusta region, coordinating Member Service input and participation as required.
- Leading work to address any identified risks, issues and opportunities related to the TIS program, in collaboration with Member Services.

Monitoring and reporting: *Leading the coordination of performance monitoring, data collection, and reporting to ensure accountability, inform program improvement, and meet program requirements by:*

- Supporting Member Services to develop relevant and practical performance indicators aligned with their local TIS activities.
- Co-designing and implementing data collection processes with Member Services to enable financial and performance reporting requirements to be met under program funding agreements.
- Collecting and collating AHCSA and Member Service data to inform aggregated regional reporting.
- Coordinating the preparation, approval, and submission of required reports to the TIS NBPU and Community Grants Hub.
- Serving as the primary liaison for all reporting-related communications and requests for the Port Augusta TIS Program.
- Coordinating internal AHCSA reporting on the TIS program, and providing Member Services with relevant program reports and updates.
- Contributing to national TIS evaluation activities on behalf of the Port Augusta IREG.

REQUIREMENTS OF THE POSITION

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5. Essential Skills, Knowledge, Experience, Qualifications and/or Training

5.1. Knowledge, Skills, Abilities and Behaviours

AHCSA's **Organisational Capability Framework** outlines the essential knowledge, skills, abilities, and behaviours required to succeed in each role. This framework is a critical tool for attracting, recruiting, developing, and retaining a capable, adaptable, and responsive workforce.

The framework defines core and technical capability areas. Core capabilities apply to **all positions**, and technical capabilities are specific to **particular positions** within AHCSA.

The following capabilities have been identified as vital for the effective performance of this position and will be assessed during the recruitment process. These competencies are key to ensuring success and alignment with AHCSA's goals and values.

CAPABILITY AREA	DESCRIPTORS
core capability PERSONAL ATTRIBUTES	
<i>Cultural Respect and Inclusiveness</i> Engage stakeholders inclusively, respecting Aboriginal cultural values and diverse community insights to guide actions.	- Create opportunities to improve knowledge of teams in diversity and inclusion. - Integrate cultural respect into all professional practice. - Tailor approaches to align with the cultural preferences of Aboriginal people and communities. - Identify and address culturally insensitive practices.
core capability ENABLING DELIVERY	
<i>Planning and Prioritising</i> Plan to achieve priority outcomes and respond flexibly to changing circumstances.	- Plan and coordinate allocated activities. - Prioritise own work activities to achieve set goals. - Contribute to the development of team workplans and goal setting. - Understand team objectives and how own work relates to achieving these. - Respond to changing circumstances, adjusting plans and schedules when necessary.
<i>Program and Project Delivery</i> Define project activities to achieve outcomes within timeframes and coordinate the effective implementation and operation of health programs.	- Understand project and program goals, steps to be undertaken and expected outcomes. - Plan and deliver tasks in line with agreed performance indicators and timeframes. - Contribute to developing project and program documentation. - Monitor progress and seek help to overcome barriers. - Participate in planning and provide feedback on progress and potential improvements. - Identify and mitigate minor project risks.
core capability STRATEGIC LEADERSHIP	



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<i>Partnering and Co-creation</i> Build effective partnerships to gain critical insights and develop effective solutions.	- Understand the importance of partnering in developing successful strategies and programs. - Support the design process by explaining what needs to be done and ensuring people have the necessary information to engage in the process and work effectively. - Understand the stages of co-design
<i>Systems Thinking</i> Consider the wider context, break complex topics or situations into smaller parts to gain better insights and inform actions	- Understand systems thinking concepts and the role that systems thinking can play in solving complex problems and apply in own area of work. - Understand and identify how own work is part of a system that connects to and interacts with other processes, people and structures. - Identify the best systems tools for analysing and addressing problems.
technical capability SECTOR CAPACITY	
<i>Primary and Preventive Health</i> Promote wellbeing and prevent illness through a holistic approach to comprehensive primary healthcare that emphasises prevention, early intervention, and education to reduce health risks and improve quality of life.	- Develop and implement culturally responsive primary health and health promotion strategies in collaboration with Aboriginal stakeholders. - Build and maintain relationships with stakeholders to address health challenges and improve outcomes.

5.2. Experience

- Experience in health promotion strategies to address Indigenous smoking and vaping.
- Experience contributing to the design and implementation of health promotion strategies aimed at Aboriginal communities, working collaboratively with community members and drawing upon knowledge of the health promotion continuum, and health promotion strategies to address smoking and vaping.
- Experience engaging with Aboriginal individuals, organisations, and communities to foster relationships and facilitate dialogue
- Experience in developing and co-designing of policies, plans and position statements and advocating for systemic change.

5.3. Educational/Vocational Qualifications

- Nil.

6. Desirable Experience, Qualifications and/or Training

6.1. Experience

- Previous working experience in the Aboriginal community-controlled health sector, particularly in health promotion.

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- Experience in community consultation, community development, capacity building, and coordinating projects.

6.2. Educational/Vocational Qualifications

- A tertiary qualification in Health Promotion, Public Health, Health Science or other field relevant to the position.
- Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care or another field relevant to the position.

Acknowledged by Occupant

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Print name Signature Date

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