



Aboriginal Health Council of South Australia Ltd.

Position: SENIOR PROJECT OFFICER (MATERNAL AND INFANT CARE WORKFORCE)

Work group: Primary Health Programs and Public Health

Reports to: Medical Director

Classification Code: 6

Employment status: Full-Time, fixed term

Contract Term: 2 years from appointment

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.

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

This Senior Project Officer position will focus on **Aboriginal Maternal and Infant Care (AMIC) workforce**.

The Senior Project Officer, Aboriginal Maternal and Infant Care (Senior Project Officer) is responsible for leading the development, implementation, and advocacy of a Scope of Practice and a Model of Care for the Aboriginal Maternal and Infant Care (AMIC) workforce in support of Member Services to improve health outcomes for their Aboriginal communities.

The position will work across Aboriginal Community Controlled Health Organisations (ACCHOs), SA Health maternity services and other partners to strengthen health-system navigation, referral pathways, shared-care arrangements and culturally safe continuity of care for Aboriginal women, babies and families across antenatal, birthing and postnatal services.

The Senior Project Officer coordinates key processes including facilitating stakeholder consultation, collecting and synthesising stakeholder input, and providing regular updates to involved parties. Additionally, the role involves coordinating project planning, monitoring, reporting and managing the budget in accordance with funding requirements.

3. Organisational relationships and extent of authority

Date Created: 17/09/2026	Revision No: 1.0	Document Title: JPS Senior Project Officer (Maternal and Infant Care Workforce project)	
Date Reviewed: 17/09/2026	Document No: DOC_001	Document Owner: CEO	Page 1 of 6



Aboriginal Health Council of South Australia Ltd.

The Senior Project Officer is accountable to and reports to the Medical Director. It works in close collaboration with staff across AHCSA and Member Services, and engages with external stakeholders as required.

The position operates with a level of autonomy in managing the AMIC workforce project, applying knowledge and skills and adhering to well-established policies, procedures, methods, and guidelines in its day-to-day work. The position uses initiative and professional judgment as necessary.

4. 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.

5. Statement of Key Responsibilities

The Senior Project Officer is responsible for:

Project Management: *Leading the design, implementation, and coordination of the Aboriginal Maternal and Infant Care Workforce Project by:*

- Undertaking research and analysis to support the development of key project activities, including development of a Scope of Practice and Model of Care in line with clinical governance requirements.
- Leading activities that strengthen health-system navigation and continuity of care between ACCHOs, SA Health maternity services and other relevant providers.
- Supporting the development, documentation and implementation of referral pathways, shared-care arrangements and culturally safe transition processes across antenatal, birthing and postnatal care.
- Promoting ACCHO-led models of care that embed and strengthen the role of the AMIC workforce.
- Coordinating Project activities, delegating tasks and ensuring completion within time, and quality parameters.
- Ensuring project funds are managed in line with allocation budget.
- Engaging with AHCSA's RTO staff with regard to the accredited training requirements associated with the Project.
- Representing AHCSA at internal and external committee meetings in relation to Aboriginal Maternal and Infant Care workforce, ensuring necessary follow-through of information and actions.
- Liaising regularly with stakeholders and partners, including linking with the ACCH sector and Aboriginal communities for two-way communication and engagement.

Stakeholder Engagement: *Building and maintaining relationships with key stakeholders to understand and advocate for the needs of Aboriginal people by:*

- Providing advice, guidance and support to key stakeholders in relation to the Project.
- Ensure Aboriginal Community Controlled Health Organisations and Aboriginal community voices are central to the design and implementation of the AMIC workforce model.
- Leading statewide discussions regarding Project activities and workforce issues related to the Aboriginal Maternal and Infant Care workforce, including advocacy for the profession.



Aboriginal Health Council of South Australia Ltd.

- Identifying barriers and opportunities across the maternal and infant care pathway and supporting practical solutions that improve coordination and culturally safe transitions between services.
- Facilitating multi-disciplinary stakeholder working groups as required for the Project.
- Participating in meetings, activities and networks (both internal and external) relevant to the Aboriginal Maternal and Infant Care workforce project.
- Ensuring consultation and engagement is conducted with representation from Aboriginal Community Controlled Health Services, SA Health and other key partners from across South Australia.
- Providing accurate advice, guidance and information to Aboriginal communities, organisations and individuals with regard to the Aboriginal Maternal and Infant Care Workforce Project activities and outcomes.
- Identify emerging system, workforce and policy issues and provide advice to AHCSA leadership on opportunities for advocacy and reform.
- Representing AHCSA, as delegated, in relevant state and national maternal and infant health forums, networks, working groups and consultations.

Health System Navigation and Continuity of Care: Strengthening partnerships and health-system integration to improve culturally safe and continuous maternity care for Aboriginal women, babies and families by:

- Building and maintaining partnerships across ACCHOs, SA Health, the Women's and Children's Health Network, Local Health Networks and other maternal and infant health services.
- Supporting development and implementation of clear referral and care pathways between Aboriginal community-controlled and mainstream maternity services.
- Working with stakeholders to identify gaps and barriers that impact Aboriginal women and families moving between services and developing practical strategies to improve continuity and coordination of care.
- Supporting shared-care approaches that clearly define the role and contribution of the AMIC workforce across the maternal and infant care pathway.
- Promoting culturally safe transition processes between services and strengthening communication and collaboration between clinical and community-based providers.
- Ensuring the development of the AMIC Model of Care reflects continuity of care principles and the needs and experiences of Aboriginal women, families, communities and ACCHOs.
- Contributing to system-level discussions and reforms that strengthen Aboriginal-led and Birthing on Country approaches to maternity care.

Project Administration and Quality: *Fulfilling the administrative requirements of the Aboriginal Maternal and Infant Care Workforce Project, including status reporting and budget management by:*

- Leading the preparation of a range of Project-related documents for key stakeholders as required, including a Scope of Practice and Model of Care in line with clinical governance requirements, to a high standard and within required timeframes.
- Ensuring the administrative requirements of the Project are maintained by following organisational policies and procedures.



Aboriginal Health Council of South Australia Ltd.

- Contributing to the promotion and implementation of the principles of Equal Opportunity, Workplace Health & Safety by adhering to the relevant legislation, organisational policies and procedures.
- Participating in cultural training and development activities as required to maintain cultural understanding.
- Collecting and synthesising evidence, stakeholder feedback and project outcomes to support evaluation, continuous improvement, advocacy and future policy development

REQUIREMENTS OF THE POSITION

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

6.1. 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.	• Respect and seek to understand diverse needs, beliefs, and values. • Recognise inclusive behaviours, holds self accountable for inclusivity. • Incorporate cultural respect into interactions with Aboriginal people and communities. • Ensure actions and communications are culturally appropriate. • Tailor approaches to align with the cultural preferences of Aboriginal people and communities. • Identify and address culturally insensitive practices.
core capability AUTHENTIC RELATIONSHIPS	
<i>Communicate with Impact</i> Possess good written and verbal communication skills and use them to convey messages in ways that maximise understanding.	• Organise information logically. • Modify content to match the purpose and audience. • Use clear and concise language and speak at the right pace and volume for diverse audience. • Use various communication channels to obtain and share information.



Aboriginal Health Council of South Australia Ltd.

	Be aware of own body language and facial expressions.
core capability ENABLING DELIVERY	
Stakeholder engagement Identify stakeholders impacted by decisions, take steps to keep interested parties engaged, while managing expectations.	- Build relationships with Aboriginal people and communities. - Identify and respond to underlying stakeholder needs. - Use understanding of stakeholder's organisational context to ensure outcomes are achieved. - Deal constructively with stakeholder issues. - Seek input from Aboriginal stakeholders to inform initiatives.
core capability ENABLING DELIVERY	
Program and project delivery 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. - Participate in governance processes.

6.2. Experience

- Experience in developing, implementing and contributing to clinical governance related documents such as Scope of Practice and Models of Care.
- Experience working in multi-disciplinary teams within the education or health sector and collaborating with professionals from various disciplines.
- Experience collaborating with Aboriginal communities on projects or programs, contributing to the design and implementation of initiatives.
- Experience in community engagement and development with Aboriginal and Torres Strait Islander People and organisations.
- Experience in project management, working across multiple internal and external stakeholders.

6.3. Educational/Vocational Qualifications

- Nil.

7. Desirable Skills, Knowledge, Experience, Qualifications and/or Training

7.1. Experience

- Experience working in the Aboriginal maternal and infant care field



Aboriginal Health Council of South Australia Ltd.

- Experience in critically reviewing relevant research and evaluation studies, to implement findings for practical application in organisational strategies and programs.

7.2. Educational/Vocational Qualifications

- Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice
- Aboriginal and/or Torres Strait Islander Maternal and Infant Care Skill Set – Clinical or other relevant qualification with experience working in the field.
- Degree or Diploma in Public Health, Health Science, Primary Health Care or similar field.

Acknowledged by Occupant

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Print name Signature Date

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Date Reviewed: 17/09/2026	Document No: DOC_001	Document Owner: CEO	Page 6 of 6