



Aboriginal Health Council of South Australia Ltd.

Position: Project Officer, Priority Programs

**Work group: Primary Health Programs and
Public Health**

Reports to: Manager, Priority Programs

Classification Code: AHCSA Level 5

Employment status: Full-Time, fixed term

Contract Term: 18 months from appointment (with possible extension)

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

The Project Officer, Priority Programs (Project Officer) is responsible for supporting and the development of Cancer policy and programs specific to Aboriginal and

Torres Strait Islander people. This support will also ensure any policy or program development reflect the National Agreement on Closing the Gap. The position assists in identifying and advocating for cancer issues through the state or territory networks to improve screening participation and cancer experiences contributing towards improved outcomes for Aboriginal and Torres Strait Islander people.

The Project Officer will work closely with National Aboriginal Community Controlled Health Organisation (NACCHO), Member services, state and national government and stakeholders to coordinate, develop and implement a statewide cancer plan for Aboriginal and Torres Strait Islander people.

The Project Officer may also be required to contribute to other projects and programs within the Priority Programs portfolio, consistent with the classification of the position.

3. Organisational relationships and extent of authority

The Project Officer is accountable to and reports to the Manager, Priority Programs and works in close collaboration with all AHCSA staff, Member Services, health professionals and other key stakeholders.

The position operates under general direction with an appropriate level of autonomy to set priorities, plan and

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organise their own workload, applying specialist 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.
- Working With Children Screening required.
- Possession of a current driver's license is essential.

5. Statement of Key Responsibilities

The Project Officer is responsible for:

Policy and Advocacy: *Supporting Developing and coordination of jurisdictional plans, and advocating for system and policy changes to secure resources and achieve optimal outcomes at a jurisdictional level by:*

- Working with NACCHO and member services to improve the delivery and accessibility of mainstream cancer services to Aboriginal and Torres Strait Islander people.
- Building partnerships with governments and relevant networks to support culturally appropriate cancer policy and programs.
- Advocating for cancer-related issues through state or territory networks to improve screening participation and cancer outcomes.
- Undertaking service and funding mapping for South Australia, including identification of relevant legislation, policies, programs, and funding opportunities at a jurisdictional level.
- Identifying funding opportunities to deliver optimal outcomes in relation to cancer policy and programs.
- When delegated representing ACCH sector perspectives in relevant forums related to primary health priorities and programs.

Stakeholder and Relationship Management: Building and maintaining productive relationships with Member Services and other stakeholders to support priority programs by:

- Building partnership with, and advocate to, governments and appropriate networks within ACHSA Jurisdiction to support the development of relevant and culturally appropriate cancer policy and programs that reflect the National Agreement on Closing the Gap
- Participating in the NACCHO-led Community of Practice and evaluation activities to improve cancer experiences and outcomes.
- Engaging with the Cancer Program governance structure to identify jurisdictional cancer priorities.
- Establishing and facilitating regular connection and engagement with Member Services to build awareness of primary health trends and issues relevant to communities and understand the associated support requirements for Member Services.
- Developing and cultivating relationships and linkages with government agencies, peak bodies, health service providers, funding bodies and other key stakeholders to support the delivery of comprehensive, efficient, and culturally appropriate primary health services.
- Attending and contributing to the meetings, engagements and activities of relevant stakeholders to cultivate and maintain relationships to support priority programs.



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Program Co-design and Development: *Coordinating the co-design and development of priority primary health services with Member Services by:*

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- Collaborating and engaging with Member Services, NACCHO and stakeholders to identify cancer trends and issues relevant to communities and the ACCH sector more broadly.
- Collaborating with NACCHO and affiliates to enhance delivery and accessibility of mainstream cancer services for Aboriginal and Torres Strait Islander people.
- Working with stakeholders to coordinate and implement a statewide cancer plan tailored to Aboriginal and Torres Strait Islander communities
- Conducting research to gather evidence and best practice guidance to inform the planning and design of priority programs.
- Facilitating co-design processes with Member Services to establish sustainable priority programs that meet identified needs, including development of program frameworks underpinned by best practice, referral pathways, evidence-based best practice guidelines and clinical tools, as relevant.
- Conducting audits and other activities sector-wide to assess current Member Service capacity, identify support requirements, and inform future planning for Member Services in delivering priority programs.
- Contributing to the Annual Work Plan and developing project plans to support the identification and development of priority programs, as required.

Service Development and Collaboration: *Collaborating with ACCHSs, communities and other stakeholders to support comprehensive service delivery for Aboriginal and Torres Strait Islander people by:*

- Reviewing existing guidelines for the identification, management and referral for Aboriginal people at risk, seeking treatment of or recovering from cancer, as well as their families and communities.
- Working with ACCHSs to ensure clear referral pathways are in place for individuals requiring follow-up or referral to specialist services.
- Collaborating with ACCHSs, local communities and relevant AHCSA staff to support the development and implementation of culturally appropriate primary prevention and health promotion activities and initiatives for the at-risk population.
- Assisting Member Services to establish health information systems to support program implementation and sustainability.
- Coordinating relevant training activities to support skills transfer to Member Service staff so they are equipped with the necessary knowledge and tools for program sustainability.
- Collating and disseminating relevant resources and information to Member Services related to primary health care, priorities and issues.

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.

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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	
<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.



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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.

6.2. Experience

- Experience in liaising with and engaging stakeholders in the Aboriginal community-controlled health sector to identify health needs and develop responses through co-designing new projects and initiatives.
- Experience in developing and co-designing policies, plans and position statements and advocating
- Experience working in Aboriginal health and analysing Aboriginal health needs and trends, drawing upon a sound knowledge of the complexities and multi-faceted nature of Aboriginal health and wellbeing, and the transgenerational effects of colonisation.
- Experience liaising with key stakeholders across non-government and government organisations.

6.3. Educational/Vocational Qualifications

- Nil.

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

7.1. Experience

- Experience in community consultation, community development and coordinating and facilitating the establishment of networks.
- Experience in cancer prevention, treatment and after care strategies, drawing upon knowledge of legislation, policies and strategies, including prevention, culturally appropriate treatment and recovery services.

7.2. Educational/Vocational Qualifications

- Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care or
- Degree or Diploma in Public health, Primary, Aboriginal Health, or related field

Acknowledged by Occupant

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Print name Signature Date

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