



The Fred Hollows Foundation

Job Description

Name	TBC
Job Title	Senior Coordinator Advocacy and Research
Division	Indigenous Program
Position type	Full time located in Darwin office with NT and interstate travel as required.
Reporting & working relationships	This position reports directly to the Indigenous Program Manager and will manage a small team.
Date	February 2010

Role summary & time allocation	% time
<p>The Foundation is committed to improving the health and wellbeing of Indigenous people in remote communities in Australia. The Senior Coordinator Advocacy and Research will work in close consultation with the Manager Indigenous Program, key staff in the Indigenous Program, key partners and The Foundation's Board Program Advisory Committee. This role will develop and implement strategies using evidence accumulated through The Foundation's programs, the input of our partners and The Foundation's reputation and resources to influence government policy, institutional practices and public opinion to support improvements in Indigenous health.</p> <p>Main responsibilities are:</p> <ul style="list-style-type: none"> • Advocacy and research • Staff management • Network and collaboration with relevant groups and organisations • Other duties 	<p>55%</p> <p>20%</p> <p>20%</p> <p>5%</p> <p>100%</p>

Responsibilities and related tasks	Performance objectives
<p>Advocacy</p> <ol style="list-style-type: none"> 1. Research and develop the evidence base for the Foundation's Indigenous health advocacy 2. Develop a strategic plan with goals to be achieved through advocacy based on evidence and The Foundation's position and concerns about Indigenous health 3. Implement the strategic plan to influence government policy, institutional practices and public opinion 4. Guide and support an evaluation strategy for the Indigenous program 5. Maintain and continuously improve the advocacy strategy 	<p>Evidence of achieving the broader advocacy plans and individual work plans within the required time frame and on budget as well as evidence of strong individual performances and strong team cohesiveness</p>
<p>Staff management</p> <ol style="list-style-type: none"> 1. Manage a small team undertaking project work relevant to advocacy, policy and evidence 2. Conduct regular support and review sessions with project team 3. In consultation with the Indigenous Program team, prepare an annual work plan outlining specific activities, performance indicators, annual 	<p>Provide high quality qualitative and quantitative data regarding program outcomes, achievements and challenges</p>

<p>work plan with timelines and budgets</p> <ol style="list-style-type: none"> 4. Implement and monitor the planned activities as per the annual work plan 5. Provide support as required to relevant project stakeholders 6. Provide training and development initiatives to project team staff as required 7. Ensure all responsibilities to relevant stakeholders, including reporting requirements, are met 8. Facilitate project evaluation comparing outcomes to performance objectives in the annual strategic priorities and the project implementation plans 	<p>Provide guidance and support to staff as required</p> <p>Produce a high quality annual work plan and budget that includes supporting rationale to verify consultation and feasibility at a reasonable cost</p> <p>Effectively and efficiently implement the projects outlined in the annual work plan, on time and within budget</p> <p>Provide other reports as required including the appropriate details</p> <p>Provide staff update reports to Indigenous Program Manager on regular basis</p>
<p>Network collaboration</p> <ol style="list-style-type: none"> 1. Network and collaborate with other organisations within the Indigenous health sector and other relevant sectors, eg. Education. 2. Be a representative to the major stakeholders, governments and the community about The Foundation's work, objectives and viewpoints 3. Seek out and establish greater collaborations and more strategic partnerships with appropriate organisations 4. Develop high level strategic contacts with federal and state governments and the opposition parties to promote The Foundation's work, acquire additional funding and advocate on issues of interest to The Foundation 	<p>Can demonstrate impact through levels of support within these various groups and the enhanced reputation of the Indigenous Program generally</p> <p>Foundation's relations with identified organisations are strong and delivering results</p>
<p>Other duties</p> <ol style="list-style-type: none"> 1. Keep abreast of emerging issues and trends that affect the health and wellbeing of remotely located Indigenous people 2. Understand and comply with Policies and Procedures Manual of the Foundation 3. Undertake training as directed by your Manager 4. Other duties as may arise 	<p>Full compliance with Policies and Procedures Manual</p> <p>Demonstrates necessary skills and knowledge to meet the requirements of the role.</p> <p>Performance measures will be agreed when other duties arise</p>

Authorised by HR Manager

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Vicki Lipa

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Date

This job description defines the broad responsibilities of this position. Please refer to the workplans for more specific details of the strategies and performance indicators.

I have read, understood and agree to meet the requirements of the job description.

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Name

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Signature

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Date