

A more equitable world through better health.



POSITION DETAILS

TITLE	Aboriginal and Torres Strait Islander Initiative Manager (Identified Position)
CLASSIFICATION	Professional Level 8: \$113,115 - \$122,434 (pro-rata) + super + salary packaging
TIME FRACTION	0.8 - 1.0 FTE (Flexible)
CONTRACT TYPE	5 Year Fixed Term
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	Initiative Director or until this appointment is made, Institute Deputy Director (Programs) & Institute Deputy Director (Equity and Inclusion)
DIRECT REPORTS	Nil
LAST UPDATED	April 24

POSITION SNAPSHOT

The Aboriginal and Torres Strait Islander Initiative Manager will work closely with Institute Deputy Directors and when appointed the Aboriginal and Torres Strait Islander Capacity and Capability Building Initiative (“the initiative”) Director to implement and evaluate the Initiative aimed at enhancing the skills, knowledge and representation of Aboriginal and Torres Strait Islander individuals within the public health and research sectors, as well as roles associated with public health and research i.e. management, administration, marketing & communications and finance.

This is a special measures role and only Australian Aboriginal and/or Torres Strait Islander peoples are eligible to apply, under the special measures provision, section 12(1) of the Equal Opportunity Act 2010 (Vic).

KEY RESPONSIBILITY AREAS

1. INITIATIVE DEVELOPMENT	<ul style="list-style-type: none"> Support the Institute Deputy Directors, and when appointed the Initiative Director, to identify opportunities to build capacity and capability in Aboriginal and Torres Strait Islander people working in the health research sector and roles associated with public health and research. Support the design and development of workforce development training programs for individuals who join the program. Support the development of position descriptions, policies and procedures for the Initiative.
2. INITIATIVE IMPLEMENTATION	<ul style="list-style-type: none"> Under the guidance of the Initiative Director, manage the implementation and delivery of workforce development programs, ensuring they are culturally sensitive, inclusive, and responsive to the diverse needs of Aboriginal and Torres Strait Islanders who join the Program. Support Initiative Fellows to participate in training programs/activities either internally or externally offered as part of their fellowship. Coordinate program logistics, including scheduling, venue arrangements, participant recruitment, mentors and resource allocation. Facilitate and coordinate training sessions, workshops, and events, engaging qualified trainers and subject matter experts, including Burnet staff. and capturing their skillset and interests that will be best support them to engage in the program. Support Burnet with engaging with DFAT’s First Nations International Engagement strategy and its implementation at Burnet.
3. STAKEHOLDER ENGAGEMENT	<ul style="list-style-type: none"> Establish effective communication channels with program participants, stakeholders, and partners to foster engagement, address concerns, and provide ongoing support. Including welcoming and onboarding fellows. Foster communication and collaboration between Burnet professional services and working groups, in particular Human Resources, Strategic Impacts and Insights (SIIO) and the Programs and Disciplines.
4. MONITORING AND EVALUATION	<ul style="list-style-type: none"> Develop and implement robust monitoring and evaluation frameworks to assess program effectiveness, impact, and outcomes in collaboration with the C&CB Initiative Director. Collect and analyse data to measure program performance against established goals and objectives. Generate regular reports and provide recommendations for program enhancements and modifications based on evaluation findings in collaboration with the C&CB Director.

	<ul style="list-style-type: none"> Ensure compliance with reporting requirements outlined by funding bodies and regulatory agencies.
5. FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> Manage the Initiative budget, including allocation of funds, tracking expenditures, and reporting financial progress.
6. TRAINING	<ul style="list-style-type: none"> Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Identify as Aboriginal and/or Torres Strait Islander	Essential
2.	A minimum of 2 years' experience working with Aboriginal and Torres Strait Islander peoples, communities, and organisations	Essential
3.	Strong understanding and advisory level knowledge of Aboriginal and Torres Strait Islander cultural sensitivities	Essential
4.	A minimum of 1 year of experience in developing, coordinating and evaluating training programs	Essential
5.	Demonstrated budget/finance management skills	Essential
6.	A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances and competing demands	Essential
7.	Experience in working in research and/or public health	Desirable
8.	A qualification in Indigenous Cultural Competence, Indigenous Healthcare, Public Health and Indigenous Populations, Indigenous Health Promotion or other relevant area	Desirable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us

invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

No Contact With Children

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au