Position Title	Queensland Node Coordinator – Indigenous Genomics Network
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Institute for Biomedicine and Glycomics (IBG)
Classification	HEW Level 6
Position Number	TBC
Reports To	Research Leader Genomics and Computational Biology
Employment Type	Fixed term

1.0   Position Purpose

The Queensland Node Coordinator – Indigenous Genomics Network will work under the direction of the Network Operations Manager and Queensland Chief Investigators to support the development and implementation of the Queensland jurisdictional node. The role will assist with coordinating community engagement activities, provide administrative support for governance and policy processes, and help deliver capacity-building initiatives across the state.

2.0   Eligibility Requirements

- The occupant of this position will hold education, training, and/or experience equivalent to a degree with at least four years relevant experience, and experience working with Aboriginal and Torres Strait Islander communities.

3.0   Key Responsibilities

- Assist with engagement and liaison activities with Aboriginal and Torres Strait Islander communities, health services, and stakeholders under the guidance of the Network Operations Manager.

- Undertake and maintain cultural awareness and cultural safety training.

- Provide support to the Manager in coordinating activities related to the Queensland Indigenous Steering Committee (ISC), including assisting with meeting preparation and follow-up actions as required.

- Provide high level administrative support for operational plans, KPIs, budgets, risks, and reporting as directed by the Manager.

- Assist with administrative and coordination tasks for the establishment of the Queensland node.

- Support Indigenous-led data governance and sovereignty discussions.

- Assist with recruitment processes and provide administrative support for research fellows and PhD candidates as directed.

- Assist in the delivery of statewide capacity-building programs.

- Participate in the National Network Co-ordinators' Community of Practice.

- Assist with data collection and reporting for evaluation and impact frameworks as directed and provide administrative support for national roadmap activities.

- Apply relevant University policy including equity, access, and workplace health and safety.

- Maintain compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.

- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0   Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

  To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).