



TATU Program Coordinator

Key Position Information

Job Title: **TATU Program Coordinator**

Position Reports To: **TATU Manager**

Location: **National Centre of Indigenous Excellence, 180 George St, Redfern**

Status: **Fixed Term, Full Time**

Direct reports: **Nil**

Primary Purpose of Job

Talking About Tobacco Use (TATU) is a part of a National Health Campaign funded by the Federal Department of Health aimed at Tackling Indigenous Smoking (TIS). TATU workshops centre on smoke-free education workshops, TATU sponsorship and workplace programs with main focus on workshops, health promotion and training.

The role of the TATU Program Coordinator is to develop and deliver compelling and engaging workshops, presentations and props that inspire our Aboriginal and Torres Strait Islander community partners and encourage healthy lifestyle choices. The TATU Program Coordinator will need to engage community and stakeholders to become smoke free ambassadors, with a focus on prevention and health promotion through education.

The TATU Program Coordinator will keep an up-to-date, in-depth understanding of relevant health and wellbeing concerns related to tobacco use and apply this knowledge in educating participants so that they can make informed lifestyle choices.

Qualifications

- Completion of or progress towards a tertiary qualification in relevant field, such as Education, Health Promotion or Public Health.
- Extensive, equivalent on-the-job experience and minimum 2 years' experience in community engagement or health promotion work.
- Possessing or working towards attaining a Certificate IV in Training and Assessment (TAE).

Function

Operational

Accountabilities

- Design and maintain TATU Workshops, presentations and props ensuring that TATU content is relevant and in line with TIS key messages.
- Provides advice on the strategic direction and development of TATU workshops.
- Gather, design and evaluates evidence based materials, information, and resources to support the programs.
- Conduct research to keep smoking and health statistics up-to-date and find new and creative methods of education. Gather and evaluate evidence-based information, and resources to support the program.
- Develop, edit and integrate innovative curriculum and media content in collaboration with Communications Officer.
- Demonstrate quality and consistency in documentation of lesson plans, resources, tools and report on workshop outcomes and delivery.
- Deliver workshops in carefully planned modes, timeframes and locations, adapting to fit partner needs as required.
- Evaluate data from program participants and stakeholders to inform program delivery and design.
- Ensure robust data collection, analysis, monitoring, evaluating and reporting of outcomes in accordance with NCIE's social impact framework and funding requirements.
- Assist with budget monitoring, cost verification and regular financial reporting for contract compliance.
- Coordinate service logistics, including engage contractors, deliver cultural activities, develop community networks and promote new service activities.
- Manage TATU and community program event logistics, stakeholder management and service delivery.



	<ul style="list-style-type: none"> ▪ Participates in events, activities and TATU/TIS media profile. ▪ Perform any other duties as reasonably directed by NCIE.
People	<ul style="list-style-type: none"> ▪ Mentor facilitators in presentation skills and delivery techniques through a systematic program (e.g. casual workforce pathways). ▪ Monitor & upskill facilitators in communications and proactive delivery of health message through a systematic program (e.g. casual workforce pathways) ▪ Support with coordination of team of facilitators as required ▪ Provide open, honest and timely communication.
Key Internal & External Relationships	<ul style="list-style-type: none"> ▪ Build effective working relationships with internal and external stakeholders, including the parent company. ▪ Build and sustain partnerships and collaborations to facilitate support for tobacco control. ▪ Ongoing consultation and negotiations with Aboriginal and Torres Strait Islander people and communities, internally and externally, for the effective delivery, evaluation and growth of the TATU service. ▪ Be proactive and flexible in working across various areas of the business using skills and knowledge where needed. ▪ Actively promote NCIE programs and initiatives to clients, partners and co-investors. ▪ Develop and deliver networking activities by establishing strategic relationships with key stakeholder and partner organisations including Indigenous corporations, Government agencies, NGO's and the private sector to partner. ▪ Ensure a collaborative, cohesive and functional team work environment. ▪ Work closely with other team members to achieve outcomes with a high standard of quality training and program delivery. ▪ Collaborate between community partners, educators & TATU team.
NCIE's Core Values	<ul style="list-style-type: none"> ▪ Consistently acts in accordance with the NCIE's values, challenges practices inconsistent with these values and use values as a basis managing relationships and decision making.
Employee WHS	<ul style="list-style-type: none"> ▪ Models healthy and safe behaviour and ensures personal health and safety at work. ▪ Not adversely affecting the health and safety of other workers or persons. ▪ Proactively detecting and reporting hazards, then reporting them to the line manager to ensure timely and proper control. ▪ Comply with all reasonable instructions, policies and procedures and safely using equipment. ▪ Reporting any incidents (near misses/injury/illnesses).
Risk Management	<ul style="list-style-type: none"> ▪ Actively participate in risk assessment reviews as required and adhere to policy and operating procedures developed to manage workplace risks. ▪ Adhere to and uphold the consolidated organisational risk and compliance portfolio including but not limited to WHS, financial, people, systems and operational risk.
NCIE Policies and Procedures	<ul style="list-style-type: none"> ▪ Abide by and uphold the NCIE policies and procedures.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Demonstrated knowledge and understanding of the cultural practices, values and issues that affect Aboriginal and Torres Strait Islander people and communities in today's society.
- Strong knowledge of preventative health practices, a strength based approach and demonstrated experience in delivering culturally appropriate health initiatives to communities, preferably including Aboriginal & Torres Strait Islander families.



- Demonstrated ability to develop and maintain effective networks, alliances and relationships across individuals, families, communities, government and non-government organisations, including Aboriginal & Torres Strait Islander groups.
- Extensive experience in collaboration, working in, leading and influencing a diverse team, with a high degree of initiative, self-motivation, ability to delegate, coach and manage others output, including community workers.
- Financial Management – Experienced in budget development, monitoring, cost verification and regular financial reporting for contract compliance.
- Logistics and coordination – high level project, resource and risk management skills, specifically applied to event management.
- Demonstrated high level analytical, conceptual, problem solving skills to facilitate, formal report writing and other requirements.
- Highly developed communication and interpersonal skills to effectively understand needs, facilitate, present and negotiate significant outcomes with a wide range of people, including the ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.
- Demonstrated application of computing skills, particularly the ability to effectively use the Microsoft Office suite of applications in a MS Windows environment.
- High level organisational skills, attention to detail, interest in Aboriginal & Torres Strait Islander sector issues.
- Computing skills, particularly the ability to utilise the Microsoft Office suite of applications in a MS Windows environment. Illustration, video editing, photo manipulation and a knowledge of the Adobe suite or similar is highly regarded.

The following are desirable:

- Political acumen, political sensitivity and confidentiality.
- Experience with Adobe software and editing.

Practical Requirements

The preferred candidate will be engaged on a fixed term contract (based on funding).

Work outside of the normal hours of duty and some business travel may be required.

Employment will be subject to a National Police Clearance and the ability to get a NSW Working with Children Check clearance is essential.

Possession of a valid driver's license is for travel to community events.

Appointment to this position of a person not currently an employee of NCIE will be subject to a probationary period of 6 months.



Applications from Aboriginal and Torres Strait Islander people are strongly encouraged.