**Local Connector / Project Support Officer Position Description**

**Project overview**

The *Integrating Health Care Planning for Health and Prosperity in North Queensland* Project aimed to improve the responsiveness of health services to the health needs of communities in the North Queensland region. Place-based health planning through a series of co-design workshops is an effective approach to improve programs and service provision by taking a holistic but localised perspective.

**Position overview**

The Local Connector (or Project Support Officer) supports the establishment of a local reference group and enables the group to lead, guide and participate in the place-based health planning process. The Local Connector will also engage with local community and promote participation in project activities.  They may also lead or support the implementation of actions and evaluation activities.

**Principal accountabilities**

1. Establish and maintain professional working relationships through the development of networks with key stakeholders and community members.
2. Proactively conduct and support project activities in collaboration with the Project Team, assisting in the delivery of local workshops and activities, including the development and maintenance of communication strategies.
3. Assist with the recruitment of key stakeholders for participation in data collection for the evaluation strategy by facilitating local communication; support and contribute to evaluation activities.
4. Assist in the preparation and production of reports that will allow the research team to monitor research progress.
5. Perform general administrative tasks and functions specific to the research activities in a proactive, timely and helpful manner that will assist the Project Team.

**Selection criteria**

**Essential**

1. Demonstrated knowledge of and participation in the local community.
2. Effective communication and interpersonal skills, with the ability to communicate effectively and confidently with people from a variety of backgrounds.
3. Excellent organisational and time management skills; ability to work unsupervised and respond to competing priorities.
4. Knowledge of the Microsoft Office Suite (specifically Word and PowerPoint) and Windows operating systems, and experience in using internet browsers and e-mail systems.
5. Understanding of, or ability to learn about, ethical issues in relation to research within communities, and principles of confidentiality and privacy.

**Desirable**

1. Knowledge of the Australian health system, including public and private services.
2. Demonstrated empathy and respect for Aboriginal and Torres Strait Islander people and culture.