

Position Description

Position Title	Project Liaison Officer (JCTS/AMSANT)	Reporting to	Regional Manager, NT (JCTS) and Workforce and Leadership Manager (AMSANT)
Region	Northern Territory	Date	October 2023

Joint Colleges Training Services Pty Ltd

Joint Colleges Training Services Pty Ltd (JCTS) is a joint venture of the Australian College of Rural and Remote Medicine (ACRRM) and the Royal Australian College of General Practitioners (the RACGP). JCTS will enable RACGP and ACRRM to deliver shared GP training activities for the Colleges' respective fellowship training programs and includes the development and delivery of Aboriginal and Torres Strait Islander health strategic plans, cultural education and cultural mentorship, provide support and guidance to Aboriginal Community Controlled Health Services regarding the GP Training program and other potential areas of collaboration.

Aboriginal Medical Services Alliance Northern Territory (AMSANT) Partnership

Aboriginal Medical Services Alliance Northern Territory (AMSANT) is the peak body representing and supporting ACCHOs in the NT and has a crucial role in supporting and mediating the success of JCTS Aboriginal and Torres Strait Islander Health Training Regional Strategic plan.

AMSANT and JCTS aim to maintain and grow their close and productive working relationship through their core business which includes training GP registrars in Aboriginal and Torres Strait Islander health in the NT, planning for expanded Aboriginal and Torres Strait Islander Health Training in the future, improvement of access to quality healthcare for Aboriginal and Torres Strait Islander people living in remote communities in the Northern Territory (NT), and promotion of the excellent GP training available in the NT particularly via Aboriginal Community Controlled Health Organisations (ACCHOs).

Your Role

This newly created position will be instrumental to supporting and growing GP training within the AMSANT member services in Aboriginal Health. The Project Liaison Officer will be involved in supporting ongoing AMSANT and JCTS engagement, planning and supporting the expansion of Aboriginal Health Training activity for GP registrars.

The Project Liaison Officer is responsible for meeting the requirements of the partnership agreement between JCTS and AMSANT. The Project Liaison Officer will work closely and collaboratively with both AMSANT and JCTS team members, including JCTS NT Cultural Education team, regional College team members and the Program Support Officers (PSO) specifically for Aboriginal & Torres Strait Islander health training posts and their Registrars.

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Location

The AMSANT/JCTS Project Liaison Officer will, during most weeks, be physically based at:

- AMSANT office in Darwin at Moonta House 43 Mitchell Street, Darwin for two days per week; and
- JCTS office in Darwin at Charles Darwin University, Ellengowan Drive, Casuarina for two days per week; and
- the other day may be based at either location depending on the workload.

In addition, the Project Liaison Officer will be required to travel to ACCHOs and training posts across the NT.

Supervision

This position will have set tasks as outlined in the Service Level Agreement – Agreed Partnership Areas. This position will have a supervisor attached to each organisation. The supervisor for AMSANT will be the Workforce and Leadership Manager, and for JCTS it will be the Regional Manager, NT. There will be regular meetings between AMSANT and JCTS where this role will be expected to provide updates on the agreed project areas. The position is expected to work as part of a larger team but will also be required to be able to work independently with a level of autonomy. The Project Liaison Officer will develop a strong network and working relationships with registrars, supervisors and practice team members within AMSANT member services and other Aboriginal & Torres Strait Islander health training posts.

Key Responsibilities

- Promote the conceptual framework of community control to registrars at orientation workshops and throughout their education program.
- Promote the unique attributes of AMSANT member services and ACCHOs as positive training environments for GP Registrars.
- Work with AMSANT and JCTS team members to improve knowledge, relationships and resources relating to the current and future Aboriginal Health Training posts in ACCHOs across the NT. In particular, ensuring that the recruitment and orientation material available for current Aboriginal Health Training posts is up to date and relevant.
- Work closely with AMSANT member services to ensure their compliance and readiness to facilitate GP Registrar training.
- Monitor and review individual AMSANT member services accreditation, accredited supervisor levels and other areas key to maintaining or increasing training capacity.
- Maintain and support the understanding and relationships between GP registrars and Aboriginal Health Practitioners, both at trainee level and those they will work with out in the community.
- Contribute to the development and training capacity growth for GP registrars of the Australian General Practice Training (AGPT) program in ACCHOs in the NT and in remote communities in general.
- Identify opportunities to develop appropriate information resources for clinics and communities.
- Provide support to Aboriginal and Torres Strait Islander GP registrars regardless of College affiliation, training location or clinic type.
- Collaborate and support JCTS's Cultural Educators where appropriate.

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- Deliver modules of training at GP registrar orientations and workshops.
- Work with appropriate JCTS team members to provide support to sites with their accreditation applications for both GP Training Colleges and/or paperwork to support the development of an Advanced Rural Skills Post (ARSP) or Extended Skills Post.
- Participate in the forecasting and planning process for the region to determine optimal training capacity in each Aboriginal Health training post to meet community need while supporting registrar's career goals.
- Work closely with JCTS to assist in coordination of Cultural Observations Visits within Aboriginal Health training facilities.
- Support activities within the program delivery team that results in increasing junior doctors to the GP training program and/or the number of placements in Aboriginal Health training facilities.
- Create resources that support supervisors and practice managers within the Aboriginal Health training facilities to understand the education program requirements.
- Assist in actioning and responding to participant enquiries.
- Ensure all program activity data is accurately maintained across College and AMSANT.
- This position may require travel and a valid drivers' licence is required. If you are not able to drive, alternative options may be considered.
- This position may require flexibility as there may be some requirement to work outside normal working hours, including evenings and weekends.
- Comply with all relevant workplace policies and procedures
- Other duties as agreed by JCTS and AMSANT management.

Qualifications and Experience

Essential:

- Must be an Aboriginal person and/or Torres Strait Islander person.
- The ability to clearly and influentially articulate program requirements, whilst encouraging and supporting others.
- Good communication skills both oral and written.
- Work independently and as a part of a team within both organisations (JCTS & AMSANT).
- Have a sound understanding of Aboriginal and Torres Strait Islander culture from a health context.
- Previous experience of working Government, non-government and/or a community-controlled health services.
- Extensive community and stakeholder engagement experience and skills.
- Experience working in Aboriginal & Torres Strait Islander health and/or education setting.
- Ability to manage the coordination of competing tasks and priorities.
- Provide support to Aboriginal and Torres Strait Islander people in a confidential and culturally sensitive way acknowledging the diversity in the community.
- Skills in MS Word, PowerPoint, Excel, online learning management and customer relationship management systems.

Desirable:

- Appropriate education and/or training qualification in relevant area (such as health or business)
- An understanding and experience in the supporting the delivery of the AGPT program



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Your Relationships

Your role requires interaction with internal and external stakeholders which may include:

Internal:

- JCTS - regional and local team members and regional cultural mentors
- AMSANT – Key personal in AMSANT member services

External:

- RACGP and ACRRM members and employees
- RACGP shared services employees
- AMSANT members and employees
- Non-Vocationally Registered doctors
- Australian Government Department of Health (DoH)
- Australian Government Department of Human Services (DHS)
- Aboriginal Community Controlled Community Health Services (ACCHSs)
- General practice managers and other staff
- Aboriginal Health Training Facilities (non-Aboriginal Medical Services)
- External Cultural Mentors and Cultural Educators