

Strong Peoples-Strong Country Community Research Assistant

Draft Position Description for the employment of a *Strong Peoples-Strong Country* Community Research Assistant under the Great Barrier Reef Foundation Traditional Owner Integrated Monitoring and Reporting *Strong Peoples – Strong Country* framework Pilot Project.

Employment Type	Part – time (flexible working arrangements available) Commence 2022 - May 2024
Reports to	Traditional Owner Group Governance Arrangement [community org] with effective working relationship to the Strong Peoples-Strong Country Coordinator and Data Management Service Provider
Location	[Insert pilot community]
Salary	Expected up to \$45,000 (pro rata) plus super
Created	[Insert date]

ABOUT THE ROLE – to be written by Traditional Owner group

Context that may be useful in developing this text:

Looking after our Country is important to us [Traditional Owner group] as the Traditional Custodians of this place [identify traditional land and sea country]. We [Name of Traditional Owner community group] have been selected by the Great Barrier Reef Foundation to pilot a monitoring program using the *Strong Peoples-Strong Country* framework. You can find out more about this framework here: [link to available factsheets / GBRF website].

This pilot project will further develop and test the *Strong Peoples-Strong Country* framework and indicators and will help us monitor changes in the health and condition of our Country and what is important to us as Traditional Owners. The *Strong Peoples-Strong Country* framework includes monitoring against six main areas to encompass these broad range of values: People, Country, Culture and Community; Education; Heritage and Knowledge; Economics and Empowerment.

As part of this project we are employing a part-time Community Research Assistant to support implementation of the *Strong Peoples-Strong Country* Pilot monitoring program.

The *Strong Peoples-Strong Country* Community Research Assistant will coordinate and participate in data collection activities using indicators for monitoring across the monitoring framework. With support from the Great Barrier Reef Foundation *Strong Peoples-Strong Country* Coordinator and Data Management Service Provider, the Community Research Assistant will be responsible for assisting with data collection, management, analysis and reporting activities.

Outcomes from our pilot project will help support and build capacity for our community to monitor, measure and report on our heritage values. Monitoring information will help inform our own decision making about management of our country as well as giving us options to contribute to reef-wide monitoring and management with partners.

The Community Research Assistant will be supported by an experienced and qualified *Strong Peoples-Strong Country* Coordinator and Data Management Service Provider to help establish and

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maintain our community information management data base and learn about data and information management systems.

The Community Research Assistant will receive appropriate and specific accredited training and ongoing support to manage our information management system. The *Strong Peoples-Strong Country* Coordinator and Data Management Services Provider will support the Community Research Assistant, ensuring they receive appropriate training, provide a connection to the research team and Community Research Assistants in other communities.

This is an opportunity for people who have the following attributes, or a strong willingness to develop these attributes:

- Strong relationships and experience working with Traditional Owners in our community
- Good written, verbal and communication and engagement skills
- Good organisational and coordination skills
- Experience with monitoring, data collection and data management

COMMUNITY RESEARCH ASSISTANT WILL BE TRAINED AND SUPPORTED TO UNDERTAKE THE FOLLOWING:

KEY RESPONSIBILITIES:

Logistical Role:

1. Liaise and manage relationships with community members and organisations, the *Strong Peoples-Strong Country* Coordinator and Data Management Services Provider and others as necessary
2. In line with learning, development and training coordinate data collection activities, management, analysis and reporting activities within our community.
3. Be supported to work in line with the data sharing agreement/s negotiated between our community and the Great Barrier Reef Foundation.
4. Work with the *Strong Peoples-Strong Country* Coordinator and Data Management Services Provider to hold meetings as necessary with community members
5. Work with our community organisation to ensure reporting requirements are completed within agreed timeframes.

Technical Role:

6. Oversee data collection activities management, analysis and reporting activities, in line with the data sharing agreement/s negotiated between our community and the Great Barrier Reef Foundation.
7. Data entry, data management and analysis using our community's information management system, this may include checking and making sure the data is good.
8. Analyse and prepare reports using data and information in line with data sharing agreements between our community and the Great Barrier Reef Foundation to make sure reporting is met on time.

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SKILLS AND EXPERIENCE

Essential

1. It is a requirement of this role that you are a Traditional Owner from our community or someone that has established relationships within our community.
2. Demonstrated strong and effective relationships with community members and commitment to work with community members in an open, transparent and respectful manner.
3. Have a sound level of computer literacy – including with Microsoft suite of programs Word, Excel and Outlook.
4. Good communication skills, including reading and writing, and confident speaking skills, for example in community meeting settings.
5. Strong organisational and time management skills.
6. Demonstrated ability to work independently and in small teams to deliver project goals, with confidence and to call on available supports as needed.
7. Hold a current driver's licence.

Desirable

1. A level of familiarity with data collection, data entry, data management, and data analysis
2. Able to communicate in local language/s used within our community
3. Have an interest in research