

POSITION DESCRIPTION	
Position Title	Indigenous Data Sovereignty (IDS) Communications Specialist
EMPHN Classification	Full Time, 12 Month Position

About Primary Health Networks

Primary Health Networks (PHNs) are independent organisations funded by the Australian Government Department of Health and Aged Care (DoHAC) to manage health regions. A board oversees the work of PHNs, and clinical councils and community advisory committees provide advice. Australia has 31 [PHN regions](#) which closely align with the state and territory local hospital networks. PHNs have the two key goals of:

- Improving the efficiency and effectiveness of health services for people, particularly those at risk of poor health outcomes
- Improving the coordination of health services, and increasing access and quality support for people.

To achieve these goals, PHNs:

- Assess the health needs of their region using a people-centered approach.
- Commission health services to meet the prioritised health needs of the people in their region.
- Work closely with providers to build health workforce capacity and ensure they deliver high-quality care.
- Connect health services for people to encourage better use of health resources and avoid duplication.

About the Project

To support development, maintenance, and enhancement of best practice around information security management and data governance requirements, PHNs have established PHN Cooperative's National Data Governance Committee (The Committee). The Committee aims to:

- Support PHN Cooperative on Data Governance matters
- Identify, mitigate and report on Data Governance risks
- Provide input into the development, implementation and change management for information management and data governance initiatives.

The Committee oversees two major initiatives:

- Indigenous Data Sovereignty Working Group
- Consent Working Group

The formation of the Indigenous Data Sovereignty Working Group signifies PHNs commitment to advancing and championing Indigenous Data Sovereignty and Governance within PHNs. Similarly, the formation of the Consent Working Group signifies PHNs commitment to fostering trust and transparency in the collection, utilisation, and sharing of data. To facilitate the achievement of the Working Group objectives, PHNs are actively seeking to hire an Indigenous Data Sovereignty (IDS) Communications Specialist. This individual will work closely with the Project Coordinator, contributing to the success of both initiatives.

About the Position

As part of their duties, the IDS Communications Specialist will actively engage with PHNs, First Nations representatives, and external stakeholders to evaluate current practices and assess the development of ongoing IDS initiatives within PHNs. A primary outcome of this role is the creation of a comprehensive national IDS Policy for PHNs that adheres to best practices. This policy will then be disseminated across PHNs to facilitate the effective implementation of Indigenous Data Sovereignty in practice.

The successful candidate will be directly employed by a Primary Health Network organisation. They will collaborate closely with and receive guidance from the Executive Sponsor overseeing project activities and deliverables and the Project Coordinator. This collaborative effort will involve extensive consultation through existing reference groups established for PHNs on a national scale.

This position supports the National PHN Working Groups under the PHN National Data Governance Framework and Committee. The successful candidate will be engaged by a local PHN for employment purposes, but will maintain a national focus and reporting will be aligned to the Executive Sponsor for the key projects. Although connected to a PHN for employment purposes, remote working options are also available for the role.

Key Relationships and Stakeholders

Internal

- Project Team Members
- Project Executive Sponsor
- Working Group members
- National Data Governance Committee

External

- Aboriginal and Torres Strait Islander Communities
- National Aboriginal Community Controlled Health Organisation (NACCHO), Indigenous Data Network (IDN)
- Contractors and Consultants

Key Accountabilities

Project Communication

- Engage with the National Aboriginal Community Controlled Health Organisation (NACCHO), the Indigenous Data Network (IDN), and any other relevant peak bodies.
- Develop national Indigenous Data Sovereignty Policy and supporting documentation for circulation to Primary Health Networks as best practice.
- Develop plan to track how national guidance is used by PHNs to improve their IDS policies and procedures.
- Aligned to the project description (above), support the Consent Working Group and Program Coordinator with respect to relevant deliverables.
- Prepare Executive Summaries for circulation.
- Prepare list of recommendations for future work.
- Other duties as required and directed by the direct line manager.
- Develop and implement an engagement and communication plan, identifying the National Aboriginal Community Controlled Health Organisation (NACCHO), Indigenous Data Network (IDN) and any other relevant peak bodies as key stakeholders.
- Complete all outlined tasks within the timeframes required by SteerCo.

Consultation Facilitation

- Draft questions for legal opinion, seek quotations for legal costs, send approved questions for consultation and prepare action plan for any recommendations.
- Develop plan to track how national guidance is used by PHNs to improve their IDS policies and procedures. Including executive consultation and national PHN survey.
- Identify action plan and make recommendations for future work on Consent issues.
- Repeat Environmental Scan Survey and compare results against 2022 Survey.
- Prepare Executive Summaries for circulation.
- Prepare list of recommendations for work to be undertaken by both working groups in future.

Communication Coordination and Information Distribution

- Work closely with the Project Coordinator to effectively provide communication and information distribution support across the project, including to relevant stakeholders and external experts
- Provide support to the Project Coordinator to establish channels for the efficient distribution of policy-related information to stakeholders, including drafting content, coordinating website updates, and conducting briefings.

Compliance and Risk Management

- Ensure all project communication related activities and records are maintained, up to date and are in accordance with reporting requirements, organisational policies and applicable standards, as required by the Project Lead.
- Support internal teams to identify and manage risk across the organisation and report any risks to the Project Lead.

Individual Leadership and Contribution

- Ensure effective contribution to the project(s), supporting overall needs, as required by the Project Lead.
- Communicate key updates, messages and milestone of the project(s) in a timely and effective manner.
- Actively participate in committees and working groups across the organisation for the delivery of project deliverables.
- Ensure effective and strong relationships with internal and external stakeholders and partner organisations, funding bodies, government and non-government agencies and other relevant organisations/stakeholders
- Model a proactive, practical, and positive approach to health, safety, wellbeing and environment.

Qualifications, Skills and Experience

- Tertiary qualification in communications, data governance and/or related discipline is preferred.
- Minimum 3 years of experience in communications, demonstrating proficiency in working with high-profile projects.
- Deep knowledge and appreciation of Indigenous Data Sovereignty principles is highly desirable.
- Experience in a health-related field, such as general practice or mental health along with experience in an Aboriginal Engagement role is highly desirable.
- Proficiency with/literacy of information and communication technology including desktop, word processing, spreadsheets, and project management software are desirable requirements.
- Communicate and negotiate with a diverse range of stakeholder groups in a cross-cultural environment.
- Ability to coordinate the preparation of high quality and accurate papers, minutes and reports in a cross-cultural setting.
- Well-developed verbal, written and interpersonal communication skills, including the ability to liaise and relate effectively to stakeholders at all levels and in a variety of contexts, particularly within the Aboriginal sector.
- Excellent interpersonal skills including the ability to communicate confidently with senior level team members.
- Demonstrated ability to work independently and meet objectives within appropriate timeframes.
- Demonstrated analytical and problem-solving skills to develop strategies, ideas and opportunities for resolving issues.
- Ability to multitask and efficiently manage time to meet communication related deadlines across the project.
- Ability to be agile and flexible in approach to work with a continuous improvement mindset.
- Attend some out-of-hours work (including evening and weekend) as may be required.
- Some travel intrastate and interstate may be required from time to time.