

POSITION DESCRIPTION

PROJECT OFFICER (INDIGENOUS PSYCHOLOGY)

Position Title	Project Officer (Indigenous Psychology)		
Incumbent	vacant		
Reports To	Executive Manager, Science, Education and Membership		
Position Type	Part time - .4 FTE Fixed term to 31 May 2016	Approved By	Executive Manager, Science, Education and Membership
Written By	Executive Manager, Science, Education and Membership	Date Approved	15 July 2015

The Australian Psychological Society (APS) is a leading source of psychological knowledge in Australia and the premier professional organisation for psychologists. The APS has over 22,000 members with expertise in understanding and changing human, organisational, and community behaviour. The APS works to provide services to meet members' diverse professional needs, advance the discipline and profession of psychology and contribute psychological knowledge for enhancement of community wellbeing. The APS employs approximately 110 staff and is managed from the National Office in the Melbourne CBD.

1. Organisational Objectives

The APS is dedicated to advancing the discipline and profession of psychology for the benefit of our members and the communities they serve.

The Organisational Strategic Objectives for the APS as specified in the 2015 – 2018 Strategic Plan are:

- Foster a collaborative approach to issues among APS members and the psychology community that grows the influence of psychology collectively, while valuing and promoting the diversity
- Enhance the value of APS membership
- Ensure the APS is the voice of psychology in Australia
- Foster and promote the knowledge base of the discipline and the profession of psychology
- Promote the value of APS psychologists to the community

2. Position in context

In 2012, the APS committed to and began to implement its own tailored Reconciliation Action Plan (RAP). The APS RAP makes explicit the steps the organisation is taking to address the inequalities experienced by Aboriginal and Torres Strait Islander people. The APS Indigenous Psychology Advisory Group has been established to support the initiatives, structures and processes to ensure ongoing sustainability of the APS RAP into the future, and to enable the APS as a respected peak body to contribute to the health and wellbeing of Aboriginal and Torres Strait Islander Australians as positively and effectively as possible.

The role of the Project Officer (Indigenous Psychology) is designed to support the Indigenous Psychology Advisory Group, the implementation of the APS RAP and the work of the APS more broadly in improving access to culturally appropriate psychological services for Aboriginal and Torres Strait Islander peoples. Like the Advisory Group, the work of the Project Officer is guided by these core principles: 1. Ensure shared ownership across all levels of an organisation and involve as many people as possible in the process, and 2. Indigenous collaboration – listening to and learning from Aboriginal and Torres Strait Islander people as an essential part of the process.

The position is part of the Science, Education and Membership portfolio which has as its strategic focus a broad range of activities aimed at the recruitment, retention and support of members, principally in academic, educational and research settings.

3. Key Responsibilities

- Support the work of the APS Indigenous Advisory Group according to its terms of reference
- Support the further implementation of the APS Reconciliation Action Plan
- Support the work of the relevant APS teams, Executive Managers, APS staff and member groups on issues related to the social and emotional wellbeing and mental health of Aboriginal and Torres Strait Islander peoples, including assistance with research and submissions
- Liaise with key external stakeholders to ensure Indigenous collaboration is embedded in APS processes
- Monitor and manage/triage correspondence with APS members, the general public and the media on Indigenous issues via the generic email Reconciliation_aps@psychology.org.au.
- Monitor, maintain and contribute to Indigenous aspects of the APS intranet and website, including the RAP webpages and the social and emotional wellbeing and mental health web portal <http://www.sewbmh.org.au/>
- Support the work of the Aboriginal and Torres Strait Islander Peoples and Psychology Interest Group (ATSIPP) on initiatives such as mentoring that are designed to enhance the participation of Aboriginal and Torres Strait Islander people in the psychology discipline and profession
- High level administration

- Organising meetings and keeping records, including minute taking, of Advisory Group meetings
- Any other responsibilities related to the Indigenous Advisory Group as directed.

4. Key Contacts

Internal

- Executive Manager, Science, Education and Membership
- Indigenous Psychology Advisory Group
- APS President and Board
- APS Executive Management team
- Science, Education and Membership Team
- AIPEP team
- Other APS teams

External

- Reconciliation Australia
- AIPA Steering Committee
- NACCHO, the Healing Foundation and other relevant Indigenous stakeholder bodies

5. Selection Criteria

Qualifications, Technical Knowledge, Experience

- Knowledge of human rights and social justice principles and a commitment to support the rights of Indigenous Australians as outlined in the United Nations Declaration on the Rights of Indigenous Peoples
- Knowledge of Indigenous Psychology and/or some Indigenous studies and capacity to engage with a range of Indigenous and non-Indigenous stakeholders
- Relevant work experience and/or studies in psychology or a related field
- Project management and administration experience
- Writing for a range of audiences – reports, web content, member and public communications

Personal Attributes

- Demonstrated ability to work in a culturally safe manner with Aboriginal and Torres Strait Islander stakeholders
- Commitment to supporting the rights of Aboriginal and Torres Strait Islander people
- Demonstrated ability to work effectively and collaboratively within a team environment
 - Sound time management and communication skills
 - Liaison, negotiation and communication skills
 - Demonstrated high-level writing skills for a range of audiences – reports, submissions, web content, member and public communications

- Well-developed verbal communication and interpersonal skills, including the ability to engage with a wide range of stakeholders
- Demonstrated high-level attention to detail
- Demonstrated record keeping abilities
- Demonstrated ability to work flexibly, with respect to work tasks