

Role Title: Project Officer

Employment Type: 2x Full Time – Ongoing

Role Classification: Clerk Grade 7/8

Remuneration: \$92,470.00 - \$102,359.00 pa, plus superannuation and annual leave loading

Hours per Week: 35

Location: North Sydney (Moving to St Leonards mid 2020)

Requisition ID: REQ34024

Closing Date: 27 April 2018

About this role

Apply your skills in project management and data analysis to make a real difference in Aboriginal health.

Where you'll be working

The Centre for Aboriginal Health, Population & Public Health Division, NSW Ministry of Health.

Working in the Centre for Aboriginal Health allows you to make a real difference to the lives of Aboriginal people across NSW. You will be working with a passionate and dedicated team of people who are thinking about and responding to the changing needs of our community.

NSW Health is a proud employer of a diverse range of people. We are committed to reflecting the diverse community we serve and creating an inclusive workplace for all people, where everyone feels valued.

What you'll be doing

The Project Officer will work in a team environment across a range of projects that aim to improve access to health services and health outcomes for Aboriginal people. This will involve coordinating, planning, implementing and monitoring projects and communicating with a range of stakeholders.

The Project Officer will also analyse data and undertake research to inform evidence based recommendations and drive improvements in service delivery, as well as assist in the preparation of high quality written advice to respond to internal and external requests to the NSW Ministry of Health.

Need more information?

1. [Click here](#) for the Role Description
2. Find out more about [applying](#) for this position
3. All applicants must attach a response to the two targeted questions (1-2 pages) and your CV (no more than 5 pages)
4. To apply for this role, please [click here](#)

For role related queries or questions contact Catherine White on cawhi@doh.health.nsw.gov.au

TARGETED QUESTIONS

- 1) Provide an example of your experience managing multiple projects with competing deadlines and outline the challenges this presented and what you did to meet the deadlines.
- 2) Provide an example of where you were presented with a problem at work and describe the analytical or research skills you used to address the problem and what the outcome was.

The Ministry of Health values diversity and is committed to building an inclusive workplace culture that reflects the community we serve. We encourage applications from diverse community groups including Aboriginal and Torres Strait Islander people, LGBTI, people with a disability and people from culturally and linguistically diverse backgrounds.

To be eligible for employment in these roles you must be one of the following:

- an Australian Citizen, or
- a permanent resident of Australia, or
- a New Zealand citizen with a current New Zealand Passport, or
- a citizen of another country with an appropriate visa that allows you to work in Australia

You can only be offered employment in this role for the duration that your current visa allows you to work in Australia, and you can only be offered ongoing employment if you have a permanent visa that allows you to work in Australia.

To learn more about working at the Ministry of Health, please [visit our career portal](#).

Applications Close: 27 April 2018