

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Senior Research Fellow
<b>POSITION NUMBER:</b>	5685
<b>DIVISION / SECTION:</b>	Child and Maternal Health Division / Ear and Hearing Health
<b>SUPERVISOR:</b>	Senior Principal Research Fellow – 1959
<b>CLASSIFICATION LEVEL:</b>	Level C
<b>SALARY RANGE:</b>	\$132,508 - \$151,412 per annum, pro-rata
<b>STATUS (FTE):</b>	0.8 FTE – 1.0 FTE
<b>LOCATION:</b>	Darwin
<b>DIRECT REPORTS:</b>	0
<b>INDIRECT REPORTS:</b>	1-2
<b>SPECIAL PROVISIONS:</b>	- Ability to obtain and maintain a current Working with Children Check (OCHRE card) and National Police Clearance and NT Drivers licence.

### ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

### SUMMARY OF POSITION:

This is a postdoctoral position for a Senior Research Fellow to conduct guided literature searches, scoping and systematic reviews, and meta-analyses necessary for the update of the National Otitis Media Guidelines for Aboriginal and Torres Strait Islander children. The Senior Research Fellow will work with and report to the Technical Advisory Group of experts and consumers to set priority questions for review and ensure the update meets quality criteria for ongoing endorsement by the Royal Australian College of General Practitioners. The Senior Research Fellow will also have opportunities to conduct independent research that contributes to the Ear Health Research Program. This work is funded by the National Health and Medical Research Council. This position is based in Darwin.

### PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

1. Leading and managing scoping and systematic reviews and meta-analyses including documenting literature searches and managing study selection and quality assessments, and conducting Delphi expert consensus studies.
2. Responsible for using appropriate software and guidelines for conducting and documenting the review processes, statistical analyses and decision-making (e.g. Delphi).
3. Establish and managing research databases and an Endnote library, and coordinate data collection including managing data integrity, ensuring confidentiality and safe storage of files and records.
4. Leading the review outcomes and provide suitably detailed, high quality and timely reports, identify issues and propose interpretation of review findings.
5. Manage high-level reporting to, facilitate and document the meetings of the Technical Advisory Group.
6. Leading the drafting and submission of high-quality, peer reviewed journal publications, conference and seminar papers and reports, and disseminating research program outcomes in suitable forums including seminars, conferences and workshops.

7. Proactively respond to issues of a complex nature and work collaboratively with key stakeholders to identify suitable and effective risk mitigation strategies to produce best outcomes.
8. Play a major role in research grant applications and advancing the research agenda and objectives of the Ear and Hearing Health Research Program.
9. Works within scope of practice and ensures research activities are carried out according to evidence-based practice, legislative and regulatory requirements and Menzies' policies, procedures and guidelines.
10. Provide support, supervision, coaching, education, teaching and mentoring of other research team members.
11. Build strong productive relationships with people from diverse cultures and a wide range of stakeholders.
12. Foster a positive workplace culture through exemplary leadership practices and role modelling behaviour.
13. Compliance and commitment to cultural diversity and ethical practice principles, relevant Workplace Health and Safety as well as Equal Employment Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
14. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

### **SELECTION CRITERIA:**

#### **Essential:**

1. A PhD and extensive program management and research experience in a health-related field.
2. Demonstrated strong track record of first-author academic publications in peer-reviewed journals.
3. Demonstrated analytical skills in literature searches, managing and using Endnote, drafting and submitting manuscripts to journals, responding to peer reviewers, drafting conference and seminar papers, and contributing to grant applications.
4. Demonstrated experience in using statistical packages such as SPSS and Stata, knowledge of PRISMA, PROSPERO, and systematic review software such as Cochrane Review Manager and GRADEPro.
5. Demonstrated potential for leadership in research as evidenced by experience running large-scale research studies or clinical trials, experience in people management and managing research administration, governance and regulatory processes.
6. Exemplary verbal and written communication and interpersonal skills to communicate with people from diverse cultures and contribute effectively as part of a multidisciplinary team in a research environment.
7. Demonstrated initiative, problem-solving, time management and strong work ethic with the capacity to assess and establish priorities, manage competing deadlines and work independently with limited supervision under broad direction and collaboratively in a team to achieve project goals.
8. Demonstrated ability to maintain confidentiality of data, personal and sensitive information, exercise diplomacy and discretion when dealing with sensitive and confidential matters.

#### **Desirable:**

1. Experience in systematic reviews, meta-analyses and knowledge of appropriate statistical tests.
2. Experience working with and knowledge of health issues affecting First Nations Australians.
3. Experience in ear and hearing health research.

### **COVID-19 SAFETY REQUIREMENTS:**

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace.

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**APPROVED BY:** Menzies Human Resources  
**DATE:** 20/01/2025

<b><u>Senior Research Fellow - SRF1 to SRF6</u></b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value SRF 1 (\$)</b>	<b>Maximum Value SRF 6 (\$)</b>
<b>Gross Salary</b> (position advertised as Academic Level C, SRF1 - SRF6)	132,508	151,412
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	18,551	21,198
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	10,103
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,676	1,676
<b>Total Salary Package</b>	<b>161,204</b>	<b>184,389</b>