

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	First Nations Project Assistant
<b>POSITION NUMBER:</b>	4566
<b>DIVISION / SECTION:</b>	Wellbeing and Preventable Chronic Diseases / Renal
<b>SUPERVISOR:</b>	Program Manager 5566
<b>CLASSIFICATION LEVEL:</b>	PAT 4
<b>SALARY RANGE:</b>	\$73,938 - \$79,582 per annum pro rata
<b>STATUS (FTE):</b>	0.5
<b>LOCATION:</b>	Darwin
<b>DIRECT REPORTS:</b>	0
<b>INDIRECT REPORTS:</b>	0
<b>SPECIAL PROVISIONS:</b>	<ul style="list-style-type: none"> <li>- Travel to remote communities (by light aircraft or 4WD) for up to two (2) days per trip, two (2) to three (3) times per year. Dates to be agreed.</li> <li>- Comply with the Worker Immunisation against Specified Vaccine Preventable Diseases NT Health Policy and provide proof of compliance (e.g., vaccine certificates or serology reports) including Hepatitis A &amp; B vaccinations as per Category B of the NT Health Policy.</li> <li>- Ability to obtain and maintain a current Working with Children Check (OCHRE card) and NT Driver's Licence.</li> </ul>

### 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:

The Renal Health Program sits within the Wellbeing and Preventable Chronic Diseases Division. The program has a strong focus on evidence translation, identifying new and innovative strategies to improve services and health care for people with complex chronic conditions. It has a strong focus on consumer-

driven research and the team is committed to developing and maintaining strong relationships with consumers to support their research and policy priorities.

Under the direction of the Renal Health Program Manager and working closely with other team members, this role will be responsible for facilitating consumer engagement activities initially for the Cardiovascular Disease (CVD) Check NT project. The position will work closely with stakeholders, other program areas in WPCD and Indigenous Reference Groups to identify and engage with consumers of cardiology and endocrinology services interested in advising on project activities. The First Nations Project Assistant will establish, support and maintain a Consumer Reference Group working closely with First Nation researchers within the team and on the project ensuring that consumer advice and requirements related to the project, are correctly interpreted and implemented.

### **PRIMARY RESPONSIBILITIES:**

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

1. Foster links with First Nations communities and support First Nation researchers to recruit relevant First Nation Consumers for the CVD Check NT project.
2. Coordinate and attend consumer reference group meetings and workshops, including organising consumer-led agendas, determining dates, venue, catering, transport and maintaining attendance lists.
3. Provide secretariat support for consumer as well as other steering committee meetings – such as preparation of agendas, meeting invites, taking meeting notes and actions, compiling minutes, maintaining record of attendance, assisting with participant's attendance on the day.
4. Assist with budgetary processes including maintaining record of invoices and receipts, payment processes through Tech One and providing First Nation researchers with payment for activities.
5. Facilitate consumer group activities, including knowledge gathering, interpreting educational information and educational requirements between the Steering Committee and the Consumer Reference Group
6. Assist in the development of culturally appropriate communication materials and resources.
7. Facilitate testing and validation activities with Consumer Reference Group, knowledge experts and graphic designers to ensure educational material is targeted, culturally acceptable and user friendly
8. Communicate effectively with the research team and coordinate regular stakeholder and team meetings for the projects and by supporting with the analysis of project data.
9. Assist in project data collection activities, including record keeping of consent forms and relevant project documents, etc.
10. Ensure that projects are conducted in accordance with ethical, cultural and confidentiality requirements (including Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research), and in line with Menzies Study.
11. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
12. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

## **SELECTION CRITERIA:**

### **Essential:**

1. Completion of a diploma or a certificate level qualification with post-certificate relevant work experience or an equivalent combination of relevant experience and/or education/training.
2. Experience in consumer engagement and health related activities.
3. Ability to work with community members either in a one-on-one setting or group capacity.
4. Demonstrated previous experience of undertaking administrative duties.
5. Experience of or willingness to learn record keeping skills, attention to detail, as well as punctuality and positive attitude.
6. Ability to communicate effectively, both verbally and in writing, to a range of audiences, particularly Aboriginal and Torres Strait Islander people.
7. Able to work in accordance with Good Clinical Practice (GCP) Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research.
8. Experience with basic computer software applications including Microsoft Office Suite and internet browsers; or a willingness to learn.
9. Ability to work under routine supervision as part of a multidisciplinary team, developing organisational and time management skills, and contribute to timely achievement of project activity and other deadlines whilst maintaining confidentiality.
10. Flexibility, adaptability and willingness to learn new skills where required.
11. Demonstrated experience of stakeholder engagement, project planning, ethics management, recruitment, fieldwork, data analysis and reporting processes.
12. Strong record keeping skills, attention to detail, problem-solving skills and resourcefulness.

### **Desirable:**

1. An interest in health research and a willingness to learn new skills.

## **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.

## SPECIAL CONSIDERATIONS

The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the [Racial Discrimination Act 1975](#) and section 57 of the [Anti-Discrimination Act 1992](#) (NT). This position therefore only be open to Aboriginal and Torres Strait Islander applicants.

**APPROVED BY:** Menzies Human Resources

**DATE:** 04 February 2025

<b>PAT 4</b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value PAT 4/1 (\$)</b>	<b>Maximum Value PAT 4/4 (\$)</b>
<b>Gross Salary</b> (position advertised as Professional Administrative and Technical Staff Level 4)	73,938	79,582
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	10,351	11,141
<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	8,469
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,488	1,602
<b>Total Salary Package</b>	<b>94,246</b>	<b>100,794</b>