

POSITION DESCRIPTION

POSITION TITLE:	Research Officer
POSITION NUMBER:	4108
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases
SUPERVISOR:	Associate Professor 4715
CLASSIFICATION LEVEL:	Academic Level A
SALARY RANGE:	\$98,237 - \$104,787 per annum
STATUS (FTE):	1.0
LOCATION:	Alice Springs, Northern Territory
DIRECT REPORTS:	Up to 3
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ol style="list-style-type: none"> 1. Travel to remote communities (by light aircraft or 4WD) for up to five (5) days per trip, six (6) to eight (8) times per year. Timings to be agreed. 2. Ability to obtain and maintain a current Working with Children Check (OCHRE card) and NT driver's 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:

The Research Officer will work across two climate change projects funded by Wellcome Trust and the National Medical and Health Research Council to inform climate risk strategies in remote Australia. This is a critical role within the climate change research team situated within the newly established Remote Health Systems and Climate Change Centre (RHC3) in Menzies, based in Mparntwe (Alice Springs).

RHC3 embodies a rapidly growing health systems strengthening and multi-sectoral research program emphasising equitable service delivery and the social determinants of health in remote Australia and overseas. The climate change team currently includes 5 research team members and casual staff employed across remote Australia. The diverse program uses multiple research approaches - from citizen science projects to analyses of secondary health outcome data sets.

PRIMARY RESPONSIBILITIES:

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

1. Develop and maintain strong links with partnering organisations.
2. Conduct high quality research as a member of a multi-institutional research team.
3. Assist with writing of conference and seminar papers and manuscripts to be published as research papers in high quality peer reviewed journals
4. Undertake qualitative data collection, cleaning, analysis and interpretation.
5. Identify and synthesise existing relevant literature.
6. Develop ethics applications, ethics reports and ethics amendments, as required.
7. Write reports for stakeholders and funding bodies.
8. Contribute to the development of new priorities and strategic research directions, including the preparation of research proposal submissions to external funding bodies.
9. Assist with research project administration, including communication with research members, steering committee members and health services, arrange meetings, field visits and research translation activities, making bookings and travel in compliance with Menzies policies and funding rules
10. Attendance at, and contribution to, team, Steering Committee or other meetings related to the research or to the academic role.
11. Involvement in professional activities including conferences, workshops and seminars translating research related to these projects.
12. 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.
13. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. A postgraduate qualification in health or public health with a record of relevant experience, or an equivalent combination of tertiary qualification and relevant research, preferably in the area of environmental health or climate change.
2. Proven ability to make significant and original high-quality contributions to research through activities such as quality publications and external grant acquisition that expand knowledge and practice in the discipline.
3. Demonstrated experience in mixed methods research, particularly qualitative research methods.
4. Ability to communicate effectively in writing, including an ability to prepare correspondence in accordance with required formats, and an ability and commitment to maintain confidentiality and discern sensitive issues.
5. Demonstrated understanding of ethical considerations of research and a high level of discretion in handling sensitive and confidential information and material.
6. Demonstrated ability to develop ethics applications, reports and amendments
7. The ability to interact effectively with people from diverse cultures.
8. Excellent computer skills including demonstrated experience using Microsoft Office software.
9. Ability to build strong productive relationships within an organisation and collaborative external partnerships.
10. Well-developed capacity to consult, collaborate and negotiate effectively with people from diverse cultures and a wide range of stakeholders.

Desirable:

1. Previous experience engaging with rural and remote residents is desirable.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources
DATE: 17 March 2025

Research Officer - RO1 to RO3		
PACKAGE COMPONENT	Minimum Value RA 6 (RO1) (\$)	Maximum Value RA 8 (RO3) (\$)
Gross Salary (position advertised as Academic Level A, R01 - R03)	98,237	104,787
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	13,753	14,670
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,543
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,724	1,724
Total Salary Package	122,183	129,724