

POSITION DESCRIPTION

POSITION TITLE:	Research Assistant - The Communicate Study Partnership
POSITION NUMBER:	5723
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	Researcher - 5722
CLASSIFICATION LEVEL:	Level A - RA1
SALARY RANGE:	\$ 79,589.00 per annum
ALLOWANCES:	IKA Level 2, \$3,236.00 per annum
STATUS (FTE):	1.0
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	0
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, three (3) to four (4) times per year. 2. Comply with the NT Health Worker Immunisation Policy by providing proof of vaccination based on the work being undertaken in high-risk areas such as hospitals and laboratories and for exposure to blood or body substances from patients. 3. Ability to obtain and maintain a current Working with Children Check (OCHRE card).

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 vision of the Communicate Study Partnership is to ensure more First Nations peoples receive culturally safe healthcare. This study, led by Menzies School of Health Research in partnership with Northern Territory (NT) Health, the NT Aboriginal Interpreter Service, the Djalkiri Foundation and the National Accreditation Authority for Translators and Interpreters (NAATI) is funded by the NHMRC and MRFF. A suite of activities is being implemented at participating hospitals including an intercultural communication training program based on locally made podcasts; clinical championing; new employment and integration models for interpreters; and mentoring and training for Aboriginal Interpreters.

The First Nations Research Assistant will be a vital contributor to the Communicate Study Partnership, supporting both ongoing and new initiatives aimed at advancing culturally safe communication in healthcare. This role involves assisting with data collection and analysis, as well as fostering meaningful engagement with First Nations communities and healthcare providers. Reporting to the senior team members, the Research Assistant will play a key role in ensuring that project activities are guided by and aligned with First Nations perspectives and priorities.

PRIMARY RESPONSIBILITIES:

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

1. Work with the Communicate Study team and community stakeholders to design, develop and implement culturally safe communication strategies and interventions.
2. Support research activities including data collection and analysis as per Communicate Study project plans and study protocols.
3. Provide logistical and administrative support for project activities, including scheduling meetings, preparing materials, and maintaining records; support the preparation of reports, research publications, and conference papers.
4. Work with the research team to ensure study procedures are carried out according to ethics approvals, cultural protocols, Menzies policies and procedures and the Australian Code for the Responsible Conduct of Research.
5. Have involvement in professional activities including conferences, workshops and seminars, translating research related to these projects as well as professional development and training courses.
6. Ensure data collection and storage is in accordance with ethical and cultural guidelines.
7. Communicate effectively with the research team and participate in team and institutional meetings as required.
8. Have an 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.
9. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. Qualification or relevant experience and training in communication, public health, anthropology, social sciences, Indigenous studies or a related field.
2. Demonstrated interest in health research, cultural safety, and improving First Nations peoples' experiences of healthcare.
3. Strong verbal and written communication including demonstrated interpersonal skills, with the ability to engage respectfully with First Nations communities and healthcare professionals.
4. Experience in data collection, research administration, or project support (can include university, community, or workplace experience).
5. Ability to work collaboratively in a team while also taking initiative in assigned tasks.
6. Proficiency in Microsoft Office (Word, Excel, PowerPoint) and willingness to learn data management tools and research software.

Desirable:

1. Bilingual skills in an Aboriginal language and English.
2. Experience conducting interviews, surveys, or qualitative research with First Nations peoples.
3. Demonstrated experience in group facilitation or education.

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.

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 will only be open to Aboriginal and Torres Strait Islander applicants.

APPROVED BY: Menzies Human Resources
DATE: 16/04/2025

<u>Research Assistant - RA1</u>	
PACKAGE COMPONENT	Minimum Value RA1 (\$)
Gross Salary (position advertised as Academic Level A, RA1)	79,589
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	11,142
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,602
Total Salary Package	100,802