

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Project Officer
<b>POSITION NUMBER:</b>	4134
<b>DIVISION / SECTION:</b>	Wellbeing and Preventable Chronic Diseases
<b>SUPERVISOR:</b>	PANDORA Study Project Coordinator 4964
<b>CLASSIFICATION LEVEL:</b>	PAT 6
<b>SALARY RANGE:</b>	\$90,872 - \$97,646 per annum, pro rata
<b>STATUS (FTE):</b>	0.5 - 1.0
<b>LOCATION:</b>	Darwin, Northern Territory
<b>DIRECT REPORTS:</b>	0
<b>INDIRECT REPORTS:</b>	0
<b>SPECIAL PROVISIONS:</b>	<ol style="list-style-type: none"> <li>1. Travel to urban, remote and interstate locations (by light aircraft or 4WD) Frequency and timings to be agreed.</li> <li>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.</li> <li>3. Ability to obtain and maintain a current Working with Children Check (OCHRE card) and NT driver's licence.</li> </ol>

### 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 DIABETES Across the LIFECOURSE: Northern Australia Partnership is a collaboration between health service providers, policy makers, researchers, and communities across Northern Australia. A key aim of our Partnership is to investigate and improve the health of women with diabetes in pregnancy and their children. Our research seeks to understand the relationship between diabetes in pregnancy and clinical outcomes, including long term, for mothers and their children.

The PANDORA study is study that commenced in 2011 and is ongoing. Women were recruited for the study when they were pregnant and now these women and their children are being followed up. Wave 3 is the current wave of the study where children are now 12 - 18 years of age. Wave 3 involves travelling across the NT (urban and remote) and interstate to see women and their children.

The role of the Project Officer will include undertaking clinical assessments and health surveys with the study participants and undertaking regular travel.

### **PRIMARY RESPONSIBILITIES:**

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

1. Coordinate and undertake participant appointments and assessments and adhere to the Study Protocol.
2. Ensure effective communication and maintenance of effective working relationships between researchers on the study, a range of stakeholders (including study participants and health professionals) and other members of the team.
3. Ensure the project is conducted in accordance with Good Clinical Practice Guidelines, ethics approvals, cultural guidelines, and Menzies policies and procedures.
4. Record data in the Study's REDCap Database in a timely manner and identify data issues with the Project Coordinator.
5. Adhere to Menzies and other organisations' policies and procedures relating to data quality assurance including safe storage, confidentiality, privacy of information and cultural safety.
6. Undertake phlebotomy and specimen collection, or willingness to undertake training for phlebotomy and specimen collection, from adults and children, and process and store pathology specimens for analysis and transport to laboratories and storage as required.
7. Assist the research team to provide health promotion and health education information to participants in both urban and remote settings, including through presentations/discussions with study participants, and the preparation of written information (i.e., brochures).
8. Monitor stock and purchase the consumables required for participant assessments.
9. Effective communication with study participants, investigators, and other members of the team. This includes timely and constructive feedback regarding issues associated with participant assessment processes.
10. 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.
11. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

### **SELECTION CRITERIA:**

#### **Essential:**

1. Tertiary qualification in a related health field with subsequent relevant experience; or an equivalent combination of health-related experience and/or education.
2. Experience in working in a culturally safe manner with Aboriginal and Torres Strait Islander persons, in a clinical, health promotion and/or research setting.
3. Sound verbal and written communication skills that enable sensitive and effective communication with a wide range of people including internal and external stakeholders and people from diverse cultures.
4. Demonstrated ability to maintain confidentiality of data, personal and sensitive information, and exercise diplomacy and discretion when dealing with sensitive and confidential issues.

5. Demonstrated experience in research 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.
6. Proven organisational and time management skills, punctuality and strong record keeping abilities.
7. Demonstrated initiative and capacity to work as part of a team, and independently without direct supervision as part of a multidisciplinary team.
8. Ability to adapt to changing environments and tasks.
9. High degree of computer literacy and experience using Microsoft Office Suite, smart phones and tablet use, with the ability to adapt to new software as required.

### Desirable:

1. Experience in the delivery of health promotion programs/activities with a focus on diabetes, diabetes in pregnancy and/or other chronic conditions.
2. Experience and/or relevant work experience in public health, health research or clinical trials.

### 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:** 14 April 2025

<b>PAT 6</b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value PAT 6/1 (\$)</b>	<b>Maximum Value PAT 6/4 (\$)</b>
<b>Gross Salary</b> (position advertised as Professional Administrative and Technical Staff Level 6)	90,872	97,646
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	12,722	13,670
<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))	1,724	1,724
<b>Total Salary Package</b>	<b>113,787</b>	<b>121,509</b>