

POSITION DESCRIPTION

POSITION TITLE:	Senior Educator and Training Facilitator
POSITION NUMBER:	5636
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	Deputy Director Research - 5243
CLASSIFICATION LEVEL:	PAT 7
SALARY RANGE:	\$99,341-\$107,806
STATUS (FTE):	0.8FTE
LOCATION:	Darwin
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none"> - Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources. - 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. - 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 & B vaccinations as per Category B of the NT Health Policy. - Ability to obtain and maintain a current Working with Children Check (OCHRE card) 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:

The vision of the Communicate Study Partnership is to ensure more First Nations peoples receive culturally safe healthcare. This study, run 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 from 2022-2027. A suite of activities is being implemented at participating hospitals including an intercultural communication training program on culturally safe communication in healthcare; clinical championing; new employment and integration models for interpreters; and mentoring and training for Aboriginal Interpreters.

The Communicate Study has previously trialled our intercultural communication training package at Royal Darwin Hospital. An enthusiastic and skilled Senior Educator and Training Facilitator is required to formalise this training package, to allow transfer and delivery of the training to healthcare staff across primary and tertiary care in the Northern Territory. The Senior Educator and Training Facilitator will be required to design and deliver new training modules in response to emerging needs and stakeholder feedback. The successful applicant will implement academic approaches to the development, implementation and evaluation of the training. The facilitator will deliver this intercultural communication training package to staff across NT hospitals, and at workshops and events for Menzies and external organisations as requested. This position will require excellent communication skills and the ability to develop and maintain strong relationships with collaborators. The Senior Educator and Training Facilitator will engage with stakeholders, including healthcare professionals, community leaders, and study partners and collaborators to understand their needs and perspectives.

The Senior Educator and Training Facilitator will work with the project team including a project coordinator, Indigenous and non-Indigenous academics and researchers, health care providers, the First Nations health workforce and Communicate study partnership stakeholders including NT health, NT AIS and others. This position is based in Darwin

PRIMARY RESPONSIBILITIES:

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

1. Formalise a comprehensive communication training program package that addresses identified gaps founded on the principles of cultural safety. The training package will need to be adaptable and suitable for Northern Territory hospitals and clinics (including but not limited to Darwin, Katherine, Gove, and Alice Springs) in line with study protocols, study specific procedures, Menzies policies, procedures and guidelines.
2. Design and deliver additional training modules in response to emerging needs and stakeholder feedback.
3. Deliver training to NT Health staff, including but not limited to Royal Darwin Hospital, Katherine Hospital and Gove District Hospital.
4. Deliver workshops to internal and external organisations (outside the hospital setting), adapting content as needed.
5. Develop and establish mechanisms to monitor and evaluate the progress of the training package, seeking feedback from stakeholders and adjusting the program as required.
6. Keep up to date with the current trends and the developments in communication and cultural safety, healthcare communication, and training methodologies to continuously improve and update the training program.
7. Contribute to team discussion on strategic and policy positions on improving intercultural communication within Northern Territory healthcare facilities.

8. Contribute to the preparation of reports, research publications and conference papers, and contribute to relevant forums.
9. Provide supervision and support to Menzies staff and where required mentoring and guidance to junior colleagues.
10. Demonstrate and maintain 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. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Postgraduate qualification in a related field (i.e., education, public health, anthropology) with a record of relevant experience or an equivalent combination of tertiary qualification and relevant research.
2. Demonstrate knowledge and understanding of social and cultural determinants of health and the concept of cultural safety.
3. Demonstrated experience in education and practical experience in group facilitation or education/training in school and/or community settings, preferably in a healthcare context.
4. Demonstrated experience in the design of a training package including the mechanisms to monitor and evaluate the progress of the training.
5. Demonstrated understanding of decolonising research methodologies to collect, analyse and present data in relation to the training, including data collection through use of surveys and/or qualitative data and ability to maintain the confidentiality of data and personal information.
6. Demonstrated ability to provide guidance, support and mentoring to junior colleagues.
7. Demonstrated excellent verbal and written communication and interpersonal skills to communicate with First Nations peoples and people from diverse cultures and the ability to build strong, productive relationships within an organisation and collaborative external partnerships.
8. Well-developed capacity to consult, collaborate and negotiate effectively with people from diverse cultures and a wide range of stakeholders.
9. Demonstrated initiative, problem solving and strong work ethic with the capacity to assess and establish priorities, manage competing deadlines and work independently without direct supervision under broad direction and as part of a multidisciplinary team.
10. Demonstrated computer literacy, flexibility, adaptability and the ability to learn new skills where required.
11. Demonstrated ability to maintain the confidentiality of data, personal and sensitive information, exercise diplomacy and discretion when dealing with sensitive and confidential issues and experience in problem-solving and conflict resolution.

Desirable:

1. Demonstrated experience in conducting research in a remote community setting.

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.

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: 30/04/2025

<u>PAT 7 (pro rata)</u>		
PACKAGE COMPONENT	Minimum Value PAT 7/1 (\$)	Maximum Value PAT 7/4 (\$)
Gross Salary (position advertised across Professional Administrative and Technical Staff Levels 7 and 8)	99,341	107,806
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	13,908	15,093
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,724	1,724
Total Salary Package	123,442	133,092