

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Clinical Research Nurse
<b>POSITION NUMBER:</b>	5752
<b>DIVISION / SECTION:</b>	Global and Tropical Health
<b>SUPERVISOR:</b>	Operational Research Support Manager - 1600
<b>CLASSIFICATION LEVEL:</b>	Research Nurse 2.1 to 2.4
<b>SALARY RANGE:</b>	\$99,341.00 - \$107,806.00 (pro rata)
<b>STATUS (FTE):</b>	Up to 1.0 FTE
<b>LOCATION:</b>	Darwin, Northern Territory
<b>DIRECT REPORTS:</b>	1
<b>INDIRECT REPORTS:</b>	0
<b>SPECIAL PROVISIONS:</b>	<ol style="list-style-type: none"> <li>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.</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 Australian 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 Clinical Research Nurse is based within the Global and Tropical Health Division at Menzies, working across several vaccine research projects. The successful applicant will collaborate closely with other team members and take responsibility for the day-to-day activities related to participant recruitment and conducting study visits for vaccine clinical trials. When not travelling, the Clinical Research Nurse will focus on recruiting study participants within Darwin and surrounding areas for this study, as well as any other reasonable tasks as required. The successful applicant will report to the Operational Research Support Manager and take direction from the relevant Project Managers for the studies they support.

### PRIMARY RESPONSIBILITIES:

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

1. Recruitment of minors and adults including First Nations people and their families for participation in vaccine clinical trials, both in Darwin and in remote communities across the NT.
2. Undertake training and implement research procedures with limited supervision, including: obtaining informed consent from participants/family; conducting clinical assessments to determine eligibility; reviewing medical records; collecting and entering data; transporting and administering the vaccine; monitoring and reporting adverse events; and following up with participant/families as required.
3. Ensure all data collection, adverse event monitoring, and data storage are in compliance with Good Clinical Practice (GCP) standards, ethics approval, trial protocol, cultural guidelines, study-specific procedures, and the Australian Code for the Responsible Conduct of Research, as well as Menzies policies and practices.
4. Collect and process biological samples, including venepuncture, ensuring proper handling, storage, and documentation in compliance with study protocols and Good Clinical Practice (GCP) standards.
5. Communicate effectively and coordinate with the participant/family, Study Investigators, and other project staff.
6. Follow advice from Cultural Advisors to ensure the trial is conducted in a culturally safe and appropriate manner, respecting the values and traditions of the participating communities.
7. Work closely with a multidisciplinary team to support research activities, ensuring effective coordination and support for all tasks related to participant recruitment, data collection, and vaccine administration.
8. 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. A tertiary qualification in nursing, midwifery, or as an Aboriginal Health Practitioner (AHP), with the ability to obtain and maintain registration with the relevant Health Professions Licensing Authority.
2. A commitment to undertaking relevant training (e.g., Good Clinical Practice) to effectively perform study visits and data collection in line with clinical trial requirements.
3. Proven immunisation skills, including experience in the safe administration of vaccines to adults, infants and young children, ensuring adherence to clinical guidelines and best practices.
4. Demonstrated experience in performing venepuncture and handling biological samples safely and accurately, with a strong understanding of relevant protocols and GCP standards.
5. Demonstrated ability to communicate clearly and professionally, both verbally and in writing, with diverse audiences, including multidisciplinary teams, stakeholders, and Aboriginal and Torres Strait Islander communities.
6. Proven ability to adapt to change and thrive in a dynamic research environment, working effectively as part of a team independently with minimal supervision.
7. Exceptional time management and organisational skills, with the ability to prioritise tasks, multitask, and meet deadlines in a fast-paced environment while consistently delivering high-quality results.
8. A sound understanding of relevant Workplace Health and Safety, Equal Opportunity principles, and applicable legislation, with a demonstrated commitment to fostering a healthy and safe work environment for all staff, students, volunteers, and visitors.
9. Advanced computer literacy, including proficiency in Microsoft Office suite, and a proven ability to quickly acquire and apply skills in new software systems.

### Desirable:

1. Experience in paediatric care, with a solid understanding of the specific healthcare needs of infants and young children, and the ability to provide appropriate care in a clinical research setting.
2. Previous clinical trial experience, specifically in immunisation and paediatric research, demonstrating a strong understanding of trial protocols, data collection, and the unique considerations involved in paediatric vaccine studies.
3. Relevant immunisation qualifications for nursing.

### 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:** 29/05/2025

<b><u>Research Nurse - Level 2 (pro rata)</u></b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value RN 2/1 (\$)</b>	<b>Maximum Value RN 2/4 (\$)</b>
<b>Gross Salary</b> (position advertised as Research Nurse Level 2)	99,341	107,806
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	13,908	15,093
<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>123,442</b>	<b>133,092</b>