

POSITION DESCRIPTION

POSITION TITLE:	Project Assistant - Viral Hepatitis Program
POSITION NUMBER:	5758
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	Project Coordinator - Viral Hepatitis Program
CLASSIFICATION LEVEL:	PAT 5
SALARY RANGE:	\$81,837-\$88,613 (pro rata)
STATUS (FTE):	0.8 - 1.0 FTE
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, six (6) to eight (8) 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) 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 Menzies Viral Hepatitis Program is addressing the National Hepatitis B and C strategies through innovative community-based research to improve health outcomes for Aboriginal and Torres Strait Islander people in the Northern Territory and across northern Australia affected by viral hepatitis. The aim of the program is to build effective partnerships to implement a culturally appropriate, holistic model of care for Aboriginal and Torres Strait Islander people living with viral hepatitis and deliver evidence-based interventions that have been proven as efficacious in improving the cascade of care and outcomes for people living with viral hepatitis.

Under the broad direction of the Viral Hepatitis Project Coordinator, this role will assist with the successful delivery of projects within the Viral Hepatitis Program. The Project Assistant will liaise with project team members and site coordinators, where applicable, in the ongoing management of other projects.

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

PRIMARY RESPONSIBILITIES:

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

1. To provide project and administrative management support, including assistance in the preparation of annual reports, ethics applications, expenditure reports and project promotional material.
2. To maintain office and administrative systems and processes, including records and file management that enable the accurate tracking of correspondence and project documentation.
3. Make travel and accommodation arrangements for the program staff and collaborators.
4. Support the team to ensure that projects are conducted in accordance with ethical, cultural and confidentiality requirements (including Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research), and in line with Menzies Study Protocol and Standard Operating Procedures.
5. Communicate effectively with the research team and coordinate regular stakeholder and team meetings for the projects, e.g. agenda's, minutes, room bookings
6. Travel to remote clinical locations to support research team activities
7. Any other tasks as reasonably required by the Supervisor, Business Manager, Hepatitis Program Directors and/or Menzies Director.
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.

SELECTION CRITERIA:

Essential:

1. A combination of relevant Tertiary qualification or an equivalent combination of relevant experience and education/training .
2. Proven experience in an administrative role (including organising meetings, preparation of reports and management of information).
3. Demonstrated ability to communicate effectively both verbally and in writing, including the ability to prepare correspondence in accordance with required formats and maintain confidentiality.
4. High level computer literacy, including expertise in the Microsoft Office suite of applications, and a demonstrated ability to quickly acquire skills in new software packages.
5. Ability to build productive relationships within a team and collaborative in external partnerships. Capacity to liaise, collaborate and negotiate effectively with people from diverse cultures and a wide range of stakeholders.
6. Demonstrated capacity to work independently with minimal supervision and an ability to prioritise workloads.
7. Flexibility, adaptability and the ability to learn new skills where required.
8. 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.

Desirable:

1. Knowledge and understanding of Aboriginal and Torres Strait Islander health.
2. Experience in a health research or health service environment.

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: 05/06/2025

<u>PAT 5 (Pro rata)</u>		
PACKAGE COMPONENT	Minimum Value PAT 5/1 (\$)	Maximum Value PAT 5/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 5)	81,837	88,613
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	11,457	12,406
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))	1,647	1,724
Total Salary Package	103,410	111,212