

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Research Nurse
<b>POSITION NUMBER:</b>	5759
<b>DIVISION / SECTION:</b>	Global and Tropical Health - Viral Hepatitis
<b>SUPERVISOR:</b>	Project Manager - 2937
<b>CLASSIFICATION LEVEL:</b>	Research Nurse Level 2
<b>SALARY RANGE:</b>	\$99,341 - \$107,806 per annum
<b>STATUS (FTE):</b>	0.8- 1.0 FTE
<b>LOCATION:</b>	Darwin
<b>DIRECT REPORTS:</b>	0
<b>INDIRECT REPORTS:</b>	0
<b>SPECIAL PROVISIONS:</b>	<ul style="list-style-type: none"> <li>- 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. Timings to be agreed.</li> <li>- 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>- Ability to obtain and maintain a current Working with Children Check (OCHRE card)</li> </ul>

### 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 which have been proven as efficacious in improving the cascade of care and outcomes for people living with viral hepatitis.

The Research Nurse will be responsible for the implementation of clinical outcomes and providing comprehensive support across various initiatives within the Viral Hepatitis Program. The incumbent will play key role in ensuring projects are completed and delivered in accordance with the research protocol.

**PRIMARY RESPONSIBILITIES:**

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

1. Collaborate, build and maintain positive working relationships with researchers, community and stakeholders, locally and nationally to meet research project goals.
2. Lead the research team to provide health promotion and health education activities in urban and remote settings.
3. Undertake procedures relevant to the research projects including; explanation of the project in lay terms to potential participants; obtaining informed consent; clinical assessments of eligibility for the project; review of medical records; completion of questionnaires, data collection and entry; and ongoing participant examinations and assessments as required.
4. Provide project management support including making travel bookings, assistance in the preparation of annual reports, ethics applications, expenditure reports and project promotional material.
5. Provide support to liver outreach clinics, providing Hepatitis B education to patients and their families.
6. Collect and process biological samples, including venepuncture, ensuring proper handling, storage, and documentation in compliance with study protocols and Good Clinical Practice (GCP) standards.
7. Ensure that the conduct of the project including data collection and storage occurs in accordance with ethical, cultural, and confidentiality requirements and 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.
8. Work within the scope of practice and ensure clinical assessments, data collection and other research activities are carried out according to evidence-based practice, legislative and regulatory requirements and Menzies' policies, procedures and guidelines.
9. Understand the issues relating to working in First Nations communities and the ability to work in a respectful and culturally safe manner. Demonstrate 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
10. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

**SELECTION CRITERIA:****Essential:**

1. Current registration as a registered nurse with the Nursing and Midwifery Board of Australia and the Australian Health Practitioner Regulation Agency (AHPRA).
2. Proven ability to maintain confidentiality of personal information and a working knowledge of Good Clinical Practice and applicable regulatory guidelines.
3. Competent in making evidence based clinical decisions within scope of practice.
4. Competent in a range of computer software including electronic health record systems.
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. Willingness to maintain professional development requirements and undertake any extra training required to assist in research study protocols.
8. Demonstrated high level interpersonal skills and the ability to build and maintain strong productive relationships with external organisations.

9. Demonstrated organisational skills and the ability to prioritise work under pressure, tight deadlines, and achieve results with minimal supervision.
10. Demonstrated experience in mentoring and capacity building, preferably in a cross-cultural setting.

**Desirable:**

1. Experience working in viral hepatitis and/or infectious diseases programs.
2. Research, education and/or program management experience in public health settings.

**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.

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**APPROVED BY:**  
**DATE:**

Menzies Human Resources  
**06/06/2025**

<b><u>PAT 7</u></b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value Value PAT 7/1 (\$)</b>	<b>Maximum Value Value PAT 7/4 (\$)</b>
<b>Gross Salary</b> (position advertised as Professional Administrative and Technical Staff Level 7)	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>