

POSITION DESCRIPTION

Position Title:	Research Officer Team Lead (AMR Projects)		
Division/Unit:	Global & Tropical Health		
Report to (Role):	Project manager		
Classification Level:	I1A1 - I1A7		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly: 3		
	Indirectly: 3		
Special Provisions:	<ul style="list-style-type: none"> • Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources. • Willingness to travel to municipalities • Ability to obtain a clear Police Check. 		

ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Islander Peoples, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF THE POSITION:

The Research Officer Team Lead is a leadership position responsible for overseeing effective management and coordination of Menzies nurses based at the National Hospital (HNGV) working across antimicrobial resistance (AMR) projects. This role involves oversight of the activities of the nurses working at HNGV on AMR research, capacity building and quality improvement activities and is responsible for managing nursing staff, overseeing scheduling, and facilitating the professional development of team members. The position will work closely with study teams to ensure the highest standards of care and compliance with study protocols is adhered to. The role will directly supervise up to three nurses. The role will also work closely with three project staff in implementing the AMR Knowledge, Attitudes and Practices (KAP) survey which is being conducted in the general community in all municipalities.

PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by the Supervisor at the Menzies School of Health Research Timor-Leste Office.

1. The Research Officer Team Lead AMR projects will manage nurses based at HNGV working on AMR projects, ensuring effective team performance and high-quality nursing care is implemented within research projects and capacity building activities.
2. Lead the AMR KAP survey implementation in the selected aldeias, ensuring effective team performance and high level of collaboration in the community.
3. Develop and oversee staff schedules to ensure adequate coverage and efficient use of resources across multiple research studies and activities.
4. Coordinate with project leads to plan and implement study protocols, including patient recruitment, consent, data collection, and follow-up.

VISIT US

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5. Ensure compliance with ethical guidelines and regulatory standards in the conduct of clinical research.
6. Implement study procedures including collecting clinical samples, database entry (REDCap), informed consent, sample transport and storage.
7. Arrange for all necessary follow up for study participants, and linkage in with ongoing care through the Ministry of Health, as relevant.
8. Monitor and evaluate team performance, providing feedback and mentoring to support professional growth and development.

SELECTION CRITERIA:

1	Qualifications:	<ul style="list-style-type: none"> Tertiary qualification in a healthcare profession.
2	Essential Criteria:	<ul style="list-style-type: none"> Proven leadership and management skills, with some experience supervising nurses or other healthcare professionals. Strong understanding of clinical research processes, including ethical considerations, consent procedures, and regulatory compliance. Excellent organisational and time-management skills, with the ability to manage multiple tasks and projects simultaneously. Proficiency in data management and familiar with electronic data capture systems (e.g. REDCap, Excel). Strong verbal and written communication skills in Tetun and good conversational English. Flexibility and ability to work well in a team and motivate other team members. Ability to manage sensitive issues and maintain confidentiality. Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace.
3	Desirable Criteria:	<ul style="list-style-type: none"> Intermediate verbal and written communication skills in English Previous experience with quality improvements activities such as Point of Care Quality Improvement (POCQI)

STATEMENT OF DUTIES

The Research Officer Team Lead are primarily responsible for ensuring AMR projects conducted at HNGV can effectively meet participant recruitment targets by directing and supervising the nurses on these projects. The role will also include day-to-day project work in addition to coordination of AMR nurses based at HNGV. Duties will include:

- Developing a schedule that effectively directs AMR nurse team members and ensures that all team members are actively engaged in project work. This will involve working with Program Managers and Project Coordinators to understand project needs and activity plans over the life of projects and ensuring leave and periods of increased recruitment are covered by team members.
- Identify issues and feedback related to Menzies activities in HNGV and escalate appropriately to ensure Menzies maintains a strong working relationship with HNGV.
- Supervise the Menzies HNGV AMR nurse team, including mentoring, training, maintaining and evaluating staff performance, as well as identifying needs and opportunities for professional development.
- Foster a collaborative team environment amongst HNGV AMR nurses, demonstrating strong leadership and initiative.
- Develop and implement nurse practices that ensure high quality engagement with participants, clinical teams, and communities, may include standardising documents and file management of

research nurse records such as standard operating procedures (SOPs), training logs, adherence to guidelines.

- Responsible for implementing study protocol including collecting informed consent, data entry into RedCap or other database and conducting qualitative research activities, as required.

The Research Officer Team Lead is also responsible for ensuring the AMR KAP survey is conducted according to study protocol, including collecting informed consent, data collection, and data entry in RedCap. The role will supervise the three-project staff in conducting the survey and effectively meet participant recruitment targets. The survey will be implemented in 30 randomly selected aldeias throughout Timor-Leste, and a significant amount of travel will be required.

Country Manager

Name:	Antonio Goncalves		
Signature:		Date:	02/07/2025