

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Youth Trainer and Engagement Officer
<b>POSITION NUMBER:</b>	4960
<b>DIVISION / SECTION:</b>	Ramaciotti Centre
<b>SUPERVISOR:</b>	Centre Co-Lead -1014
<b>CLASSIFICATION LEVEL:</b>	PAT 7
<b>SALARY RANGE:</b>	\$99,341 - \$107,806 per annum
<b>STATUS (FTE):</b>	1.0
<b>LOCATION:</b>	Darwin, Northern Territory
<b>DIRECT REPORTS:</b>	0
<b>INDIRECT REPORTS:</b>	0
<b>SPECIAL PROVISIONS:</b>	Ability to obtain and maintain a current Working with Children Check (OCHRE card) and NT driver's 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 Centre is developing a sustainable, local and Aboriginal and Torres Strait Islander biomedical and health sciences workforce in the Northern Territory. The Centre facilitates biomedical and health sciences career progression for regional and remote youth, with a focus on career development for Aboriginal and Torres Strait Islander youth. The Centre is guided by overarching values of equity, reciprocity, self-determination, mutual support and trust.

The Youth Trainer and Engagement Officer plays a vital role in empowering and supporting young people through tailored training pathways and into careers. This position will involve a blend of training and engagement activities focused on youth development through a range of personal and professional development opportunities.

### PRIMARY RESPONSIBILITIES:

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

1. Engage with prospective students who contact the Centre and co-design a tailored pathway with each student.
2. Support students in their tailored pathways including support in creating CVs, identifying and applying for work and scholarship opportunities, connecting with tutors, and other student needs.
3. Support students in their studies including completion of micro credentials, VET modules and undergraduate assignments.

4. Coordinate student placements, including activities to support training and career development opportunities for youth and ensure that students achieve and receive recognition for defined competencies.
5. Engage and meet with new and current stakeholders to arrange student placements with the Centre.
6. Assist with collation of data, preparation of reports, project documentation and presentations.
7. Contribute to the development of training materials for the Menzies Pathways Centre.
8. Support other Centre projects relevant to creating pathways, providing opportunities, and training a local and Aboriginal and Torres Strait Islander health workforce.
9. 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.

### **Training Development:**

1. Develop and deliver engaging training programs; this could cover a wide range of topics relevant to young people, such as life skills (communications, decision-making, problem-solving), career development, health and well-being or financial literacy.
2. Develop new curricula, including tailoring training programs relevant to student-specific needs.
3. Lead the development of new training resources (materials), this includes creating handouts, presentations, or online resources to support the training sessions and offer ongoing learning opportunities.
4. Develop strategies to encourage participation of young people from a range of socio-economic and cultural backgrounds.
5. Design various training methods to keep training sessions interactive and engaging by incorporating a variety of methods like workshops, discussions, presentations, role-playing activities, or even games.
6. Regularly evaluate training effectiveness; gather feedback from participants to assess the success of training programs and identify areas for improvement.
7. Advocate for youth needs and provide supervision and mentoring for junior staff and students.

### **SELECTION CRITERIA:**

#### **Essential:**

1. Tertiary qualification, with subsequent relevant experience; and/or Certificate IV in training and assessment or willingness to undertake and complete; or an equivalent combination of relevant experience and education/training.
2. Proven ability to engage young people and motivate and encourage youth participation.
3. Demonstrated experience in the development, training facilitation, or supporting the training for youth programs.
4. Demonstrated experience in data collection, preparation of reports and presentations, and experience in developing training materials, including the ability to maintain the confidentiality of data and personal and sensitive information.
5. 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.
6. Demonstrated excellent verbal and written communication and interpersonal skills to communicate effectively with people from diverse cultures, and build strong, productive

relationships with internal and external stakeholders, with a commitment to create a positive, inclusive, supportive workplace culture and working environment.

7. High-level computer skills, including the ability to work confidently across the Microsoft Office Suite, in particular, Microsoft Word Excel, including online forms, databases and, Outlook, Teams and Zoom.
8. Tertiary qualification with significant relevant post-qualification and/or Certificate IV in Training and Assessment with extensive experience working in the education field or relevant discipline.
9. Demonstrated experience in developing and delivering training, including program design, training coordination, mentoring and planning of training activities in youth development.
10. Demonstrated ability to supervise, mentor and/or play a role in the professional development of junior staff and students.

### Desirable:

1. Extensive experience working with online educational platforms.

### 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:** 21 July 2025

<b>PAT 7</b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value PAT 7/1 (\$)</b>	<b>Maximum 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>