

POSITION DESCRIPTION

POSITION TITLE:	First Nations Research Officer – The Communicate Study Partnership
POSITION NUMBER:	5837
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	Researcher - 5722
CLASSIFICATION LEVEL:	Level A – RO1
SALARY RANGE:	\$98,236.06 per annum (pro rata)
ALLOWANCES:	Indigenous Knowledge Allowance - Level 2
STATUS (FTE):	0.6-1.0FTE
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	0
INDIRECT REPORTS:	2
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, three (3) to four (4) 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).

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 vision of the Communicate Study Partnership is to ensure more First Nations peoples receive culturally safe healthcare. This study, led by Menzies School of Health Research in partnership with Northern Territory (NT) Health, the NT Aboriginal Interpreter Service, the Djalkiri Foundation and the National Accreditation Authority for Translators and Interpreters (NAATI) is funded by the NHMRC and MRFF. A suite of activities is being implemented at participating hospitals including an intercultural communication training program based on locally made podcasts; clinical championing; new employment and integration models for interpreters; and mentoring and training for First Nations language Interpreters.

The First Nations Research Officer will be a vital contributor to the Communicate Study Partnership, supporting both ongoing and new initiatives aimed at advancing culturally safe communication in healthcare. This role involves assisting with data collection and analysis, as well as fostering meaningful engagement with First Nations communities and healthcare providers. Reporting to the senior team members, the Research Officer will play a key role in ensuring that project activities are guided by and aligned with First Nations perspectives and priorities.

PRIMARY RESPONSIBILITIES:

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

1. Work with the Communicate Study team and community stakeholders to implement co-designed culturally safe communication strategies and interventions and respond flexibly to changes and emerging needs throughout the research project.
2. Undertake qualitative research activities with support from senior researchers, including submitting ethics applications, data collection and analysis as per Communicate Study project plans and study protocols.
3. Contribute to the preparation of reports, research publications, conference papers, and contribute to grant applications.
4. Maintain consistent communication and engagement with all internal and external stakeholders.
5. Provide logistical and administrative support for project activities, including scheduling meetings, preparing materials, and maintaining records; support the preparation of reports, research publications, and conference papers
6. Co-facilitate intercultural communication training and workshops for health staff working in the NT, adapting content as needed.
7. Communicate effectively with the research team and participate in team and institutional meetings as required, and contribute strategic direction and support sustainability planning for Communicate Study activities.
8. Have involvement in professional activities including conferences, workshops and seminars, translating research related to these projects as well as professional development and training courses.
9. Ensure data collection and storage is in accordance with ethical and cultural guidelines.
10. Work with the research team to ensure study procedures are culturally appropriate, respectful, reflective of First Nations perspectives and in strict accordance with the Australian Code for the Responsible Conduct of Research, National Statement on Ethical Conduct in Human Research, ethics approvals, study protocols, study specific procedures, Menzies policies, procedures and guidelines.
11. Have 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.
12. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. A relevant qualification or equivalent experience and training in communication, in a First Nations public health, anthropology, social sciences, Indigenous studies, or a related field.

2. Demonstrated interest in health research, cultural safety, and improving First Nations peoples' experiences of healthcare.
3. Ability to make significant and original high-quality contributions to research through activities such as quality publications and external grant acquisitions that expand knowledge and practice in the discipline
4. Ability to contribute to academic peer-reviewed papers, manuscripts, study protocols and project reports.
5. Exemplary verbal and written communication including demonstrated interpersonal skills, with the ability to engage respectfully with First Nations communities and healthcare professionals, including understanding cultural safety principles
6. Experience in data collection, research administration, or project support (can include university, community, or workplace experience), and strong project management skills.
7. Ability to work collaboratively in a team while also taking initiative in assigned tasks.
8. Proficiency in Microsoft Office (Word, Excel, PowerPoint) and willingness to learn data management tools and research software.

Desirable:

1. Bilingual skills in a First Nations language and English.
2. Demonstrated experience in education and practical experience in group facilitation or education/training in school and/or community settings, preferably in a healthcare context.
3. Experience conducting interviews, surveys, or qualitative research with First Nations peoples.

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.

SPECIAL CONSIDERATIONS:

The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the [Racial Discrimination Act 1975](#) and section 57 of the [Anti-Discrimination Act 1992](#) (NT). This position therefore will only be open to Aboriginal and Torres Strait Islander applicants.

APPROVED BY:
DATE:

Menzies Human Resources
11/08/2025

<u>First Nations - Research Officer - RO1 (pro rata)</u>	
PACKAGE COMPONENT	Minimum Value RA 6 (RO1) (\$)
Gross Salary (position advertised as Academic Level A, R01 - R03)	98,237
Indigenous Knowledge Allowance – Level 2	3,340
Superannuation (14% superannuation contribution, depending on the employee contributing 3% of pre-tax salary)	13,753
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)	1,724
Total Salary Package (pro rata)	122,183