

POSITION DESCRIPTION

POSITION TITLE:	Research Assistant/Officer
POSITION NUMBER:	4963
DIVISION / SECTION:	Child and Maternal Health Division / Ear and Hearing Health
SUPERVISOR:	Senior Principal Research Fellow – Position No. 1959
CLASSIFICATION LEVEL:	Academic Level A
SALARY RANGE:	\$79,589 - \$104,787 per annum, pro-rata
STATUS (FTE):	0.8 FTE – 1.0 FTE
LOCATION:	Based in Darwin, Northern Territory
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none"> Ability to obtain and maintain a current Working with Children Check (OCHRE card) and an 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 Research Assistant/Officer will assist with the conduct of guided literature searches, scoping and systematic reviews and meta-analyses necessary for the update of the National Otitis Media Guidelines for Aboriginal and Torres Strait Islander children. The Research Assistant/Officer will work with the Senior Research Fellow who in turn reports to a Technical Advisory Group of experts and consumers to set priority questions for review and ensure the update meets quality criteria for ongoing endorsement by the Royal Australian College of General Practitioners. The Research Assistant/Officer will also have opportunities to participate in research that contributes to the Ear Health Research Program. This work is funded by the National Health and Medical Research Council. This position is based in Darwin, Northern Territory.

PRIMARY RESPONSIBILITIES:

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

1. Assist with search strategies, scoping and systematic reviews and meta-analyses including documenting literature searches, managing study selection, and quality assessments; as well as conducting Delphi expert consensus studies.
2. Apply appropriate software tools and established guidelines for conducting and documenting the review processes and decision making (e.g. Delphi).
3. Contribute to the screening of search results, management of research databases and of a shared Endnote library, and ensure data integrity, safety and confidentiality.

4. Provide suitably detailed, high quality and timely reports, identify potential issues early and discuss solutions.
5. Attend meetings of the Technical Advisory Group.
6. Contribute to high-quality peer reviewed journal publications, and participate in seminars, conferences and workshops.
7. Work within the scope of practice, ensuring that research activities comply with evidence-based practice, legislative and regulatory requirements and Menzies' policies, procedures and guidelines.
8. Build strong productive relationships with people from diverse cultures and a wide range of stakeholders.
9. Perform the primary responsibilities of the role in compliance with Good Clinical Practice (GCP) Guidelines, National Statement on Ethical Conduct in Human Research and the Australian Code for the Responsible Conduct in Research.
10. Demonstrate an understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation, and maintain a commitment to a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
11. Carry out any other tasks and responsibilities as reasonably directed by the Supervisor, Business Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. A Tertiary or postdoctoral qualification or equivalent qualifications or research experience in a health-related field.
2. Demonstrated research potential, evidenced by a strong track record of co-authored academic publications in peer-reviewed journals.
3. Demonstrated experience in conducting literature searches and managing bibliographic software such as Endnote.
4. Ability to manage data accurately, securely and in compliance with relevant institutional, legislative and regulatory requirements.
5. Demonstrated verbal and written communication and interpersonal skills to communicate with people from diverse cultures and to contribute effectively as part of a multidisciplinary research team.
6. Demonstrated analytical and critical thinking skills, strong problem-solving abilities, a proactive work ethic approach and capacity to work independently under broad direction while managing competing priorities and deadlines.
7. Demonstrated knowledge and application of research ethics, including data confidentiality, participant consent, and responsible handling of sensitive or personal information. Ability to exercise discretion, integrity and sound judgement when dealing with complex or ethically sensitive issues.
8. Demonstrated resilience, accountability, and a commitment to professional development and continuous learning, especially in response to setbacks, ambiguity, or unexpected challenges.

Desirable:

1. Knowledge or experience with PRISMA and PROSPERO and systematic review software such as Cochrane Review Manager (RevMan) and GRADEPro_GDT.
2. Knowledge and experience of ear and hearing health research and/or health issues affecting Aboriginal and Torres Strait Islander 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.

APPROVED BY: Menzies Human Resources
DATE: 19/09/2025

Research Assistant / Officer - RA1 to RA8		
PACKAGE COMPONENT	Minimum Value RA1 (\$)	Maximum Value RA8 (\$)
Gross Salary (position advertised as Academic Level A, RA1 - RA8)	79,589	104,787
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	11,142	14,670
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,543
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,602	1,724
Total Salary Package	100,802	129,724