

## POSITION DESCRIPTION

|                              |                                                                                                                                                                                                                                                                        |
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| <b>POSITION TITLE:</b>       | Research Fellow                                                                                                                                                                                                                                                        |
| <b>POSITION NUMBER:</b>      | 5879                                                                                                                                                                                                                                                                   |
| <b>DIVISION / SECTION:</b>   | Wellbeing and Preventable Chronic Diseases                                                                                                                                                                                                                             |
| <b>SUPERVISOR:</b>           | First Nations Senior Research Fellow 5081                                                                                                                                                                                                                              |
| <b>CLASSIFICATION LEVEL:</b> | Academic Level B                                                                                                                                                                                                                                                       |
| <b>SALARY RANGE:</b>         | \$121,170 - \$128,734 per annum                                                                                                                                                                                                                                        |
| <b>STATUS (FTE):</b>         | 1.0                                                                                                                                                                                                                                                                    |
| <b>LOCATION:</b>             | Darwin, Northern Territory                                                                                                                                                                                                                                             |
| <b>DIRECT REPORTS:</b>       | 2                                                                                                                                                                                                                                                                      |
| <b>INDIRECT REPORTS:</b>     | 0                                                                                                                                                                                                                                                                      |
| <b>SPECIAL PROVISIONS:</b>   | <ol style="list-style-type: none"> <li>1. Travel to remote communities (by light aircraft or 4WD) Frequency and timing to be agreed.</li> <li>2. Ability to obtain and maintain a current Working with Children Check (OCHRE card) and NT driver's licence.</li> </ol> |

### 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 position will support a project run within the Wellbeing and Preventable Chronic Diseases Division. This Aboriginal led NHMRC-funded research project focuses on the commercial determinants of Aboriginal and Torres Strait Islander health and wellbeing. Commercial determinants of health refer to the conditions, actions, systems, practices, and pathways through which commercial actors impact health and equity. Commercial activities contribute to shaping the health environments that people live both positively and negatively. Commercial determinants are integrated into complex web of political, economic, social, and cultural systems that range in impact from individual health behaviour to influencing global political economies.

This project titled Project White Ant aims to support Aboriginal community members to identify and respond to harms caused by commercial practices and support community efforts to maximise benefit to local peoples from commercial systems. The project and position will involve developing and managing relationships with communities and community organisations across the NT to facilitate and implement qualitative data collection and community engagement in ways that are appropriate and tailored to each community. Our research team is highly collaborative, and we work with researchers, health services, remote stores, other Aboriginal Community-Controlled Organisations and not-for-profit

agencies around the Territory and across Australia. Our team's overall goal is to undertake research with real-world impact on the health and wellbeing of Territorians.

Menzies seeks a candidate with extensive experience in working ethically with remote communities to implement consultations, research, or other forms of fieldwork. The Research Fellow will be embedded in a team of researchers who will work together to implement fieldwork, collect data, analyse and interpret data and produce knowledge translation output suitable for communities and in academic formats.

### **PRIMARY RESPONSIBILITIES:**

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

1. Develop and maintain relationships with stakeholders, organisations and community members from Aboriginal communities across the NT.
2. Contribute to the design and conduct of research activities through use of a range of methodologies including qualitative and quantitative research and policy analysis with remote communities across the NT.
3. Contribute to the design and management of governance structures.
4. Supervise and mentor junior research staff.
5. Undertake research in line with the Australian Code for the Responsible Conduct of Research, National Statement on Ethical Conduct in Human Research, Good Clinical Practice Guidelines, ethics approvals, study protocols, study specific procedures, Menzies policies, procedures and guidelines.
6. Maintain accurate records of all research activities, ensuring thorough documentation of data collection processes and adherence to ethical research standards.
7. Leading writing of ethics applications, project reports, conference and papers and manuscripts to be published as research papers in high quality peer reviewed journals.
8. Coordinate regular stakeholder and collaborator meetings for the projects (i.e. with external research collaborators, and people representing ACCOs, government and non-government partners).
9. Coordinate engagement with communities, government and other research stakeholders for iterative knowledge translation activities.
10. Identify potential future opportunities for collaboration and funding and preparation of high-quality proposals and applications.
11. Lead the preparation of reports, research papers for publication and conference presentations.
12. Undertaking of verbal and written presentation of research findings at national and international conferences; and contribution to communicating research activities with the broader community via a range of approaches.
13. 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.
14. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

## **SELECTION CRITERIA:**

### **Essential:**

1. A PhD in health or social sciences with a record of relevant research experience.
2. Experience working in regional and remote Aboriginal communities and with/for Aboriginal community organisations.
3. Strong interpersonal communication skills demonstrated in a professional role, and/or experience interacting with a range of people e.g. patients, clients, research participants or community members.
4. Well-developed capacity to consult, collaborate and negotiate effectively with people from diverse cultures and a wide range of stakeholders.
5. Demonstrated experience providing guidance and support to junior staff members.
6. Demonstrated initiative, problem solving abilities, attention to detail and strong work ethic with capacity to work independently without direct supervision under broad direction and as part of a multidisciplinary team.
7. Demonstrated ability to assess and establish priorities, manage competing deadlines against expected timeframes, in a fast changing and fluid workplace environment.
8. Demonstrated experience in research in accordance with the Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research, including an understanding of data collection methodologies.
9. Demonstrated publication record of qualitative research in peer reviewed journals.
10. Demonstrated ability to make significant and original high-quality contributions to research through activities such as quality publications and external grant acquisition, in Australia and/or internationally, that expand knowledge and practice in the discipline.
11. Exemplary verbal and written communication skills with proven track record in writing high quality reports and advanced interpersonal skills with the ability to communicate with a multidisciplinary and multicultural research team.
12. Advanced computer skills including demonstrated experience using Microsoft Office software and online literature and reference databases.
13. Demonstrated ability to maintain confidentiality of data, personal and sensitive information, exercise diplomacy and discretion when dealing with sensitive and confidential issues and experience in problem solving and conflict resolution in line with Trial Protocol, Standard Operating Procedures and Good Clinical Practice.

## **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:** 22 October 2025

| <b><u>Research Fellow - RF1 to RF3</u></b>                                                                                                     |                                        |                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|
| <b>PACKAGE COMPONENT</b>                                                                                                                       | <b>Minimum Value<br/>RF 1<br/>(\$)</b> | <b>Maximum Value<br/>RF 3<br/>(\$)</b> |
| <b>Gross Salary</b> (position advertised as Academic Level B, RF1 - RF3)                                                                       | 121,170                                | 128,734                                |
| <b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)                                  | 16,964                                 | 18,023                                 |
| <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                                  | 8,543                                  |
| <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>148,327</b>                         | <b>157,024</b>                         |