

POSITION DESCRIPTION

POSITION TITLE:	Project Officer
POSITION NUMBER:	5926
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases
SUPERVISOR:	Renal Health Program Manager 5566
CLASSIFICATION LEVEL:	PAT 6
SALARY RANGE:	\$90,872 - \$97,646 per annum, pro rata
STATUS (FTE):	0.6
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ol style="list-style-type: none"> 1. Travel to urban, remote and interstate locations (by light aircraft or 4WD). Frequency and timings to be agreed. 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) and NT driver's licence.

ABOUT MENZIES:

Menzies is a national leader in research and education and works to improve 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 knowledge through genuine and effective partnerships with communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Renal Health Program within the Wellbeing and Preventable Chronic Diseases Division strongly focuses on evidence translation, identifying new and innovative strategies to improve service delivery and program evaluation to inform policy. It works in partnership with government and non-government health services locally and at the national level to identify, develop and support innovative strategies to facilitate improved management of chronic conditions including kidney disease, improve the patient journey and strengthen health systems.

Under the Renal Health Program, the Big-RIVERS (Regional Integrated Visions for Effective Renal Support) project is funded by the Medical Research Future Fund and will commence in 2026. This project is a partnership with Aboriginal Community Controlled Health Services in the Big-Rivers region

and NT Health. It focuses on developing, implementing and evaluating regional approaches to integrated care for kidney health and strengthening consumer engagement.

The role of the Project Officer will include coordination of research activities, including project planning, ethics management, recruitment, fieldwork, data collection and reporting processes.

This position will also involve facilitating a Community of Practice, bringing together clinicians from different health services to foster collaboration for renal care coordination. Secretariat services for the Community of Practice will include organising regular meetings, training, and sharing of health promotion resources.

This role will require travel to Katherine and surrounding areas to fulfil to goals of the project.

PRIMARY RESPONSIBILITIES:

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

1. Coordinate project activities, including project planning, ethics management, data collection and reporting processes. This includes contributing to the preparation of reports (such as human research ethics annual reports and health service reports) as required by the investigators.
2. Provide secretariat support for a Community of Practice, including producing meeting documents, managing correspondence, arranging travel and catering.
3. Working closely with consumer groups and stakeholders, coordinate meetings and social days in Katherine.
4. Ensure effective communication and maintenance of working relationships between researchers and a range of stakeholders, including consumers and clinicians.
5. Ensure the project is conducted in accordance with Good Clinical Practice Guidelines, ethics approvals, cultural guidelines, and Menzies policies and procedures.
6. Adhere to Menzies and other organisations' policies and procedures relating to consent, safe storage of data, confidentiality, privacy of information and cultural safety.
7. Demonstrate 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.
8. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. Tertiary qualification in a related health field with subsequent relevant experience; or an equivalent combination of health-related experience and/or education.
2. Experience in working in a culturally safe manner with Aboriginal and Torres Strait Islander persons.
3. Demonstrated experience in undertaking stakeholder engagement (identifying stakeholders, building relationships, and ensuring stakeholders are informed).
4. Sound communication skills, both written and verbally, that enable sensitive and effective communication with a wide range of people.

5. Strong understanding of ethics, including confidentiality, privacy, and anonymity and how to maintain this while working in the health/community services and/or research setting and willingness to learn and adhere to relevant guidelines (Good Clinical Practice Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research).
6. High level computer literacy skills to ensure collection and recording of information meets professional standards, including, use of the Microsoft Office suite and basic understanding of smartphone and tablet use.
7. Strong organisational and time management skills, and ability to contribute to timely achievement of project activity and other deadlines.
8. Demonstrated initiative and capacity to work as part of a team, ability to work flexibly and independently with minimal supervision, and experience in adapting processes or techniques as required to achieve objectives without impacting on other areas.

Desirable:

1. Experience of working in a clinical, health promotion and/or research setting, including renal health.
2. Experience of delivery of health promotion programs/activities.
3. Experience and/or relevant work experience in the Big-Rivers region of the NT.

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:
DATE:

Menzies Human Resources
15 January 2026

<u>PAT 6</u>		
PACKAGE COMPONENT	Minimum Value PAT 6/1 (\$)	Maximum Value PAT 6/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 6)	90,872	97,646
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	12,722	13,670
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)	1,724	1,724
Total Salary Package	113,787	121,509