

POSITION DESCRIPTION

POSITION TITLE:	Senior Research Officer
POSITION NUMBER:	5943
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases / Diabetes Partnership
SUPERVISOR:	Senior Research Fellow 2670
CLASSIFICATION LEVEL:	Academic Level B
SALARY RANGE:	\$109,828 - \$128,734, per annum, pro rata
STATUS (FTE):	0.6
LOCATION:	Negotiable
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	Nil

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 DIABETES across the LIFECOURSE: Northern Australia Partnership (the Partnership) is a collaboration between health service providers, policy makers, researchers, and communities across Northern Australia. A key aim of the Partnership is to investigate and improve the health of women with diabetes in pregnancy and their children. Our research seeks to understand the relationship between diabetes in pregnancy and clinical outcomes, including long term, for mothers and their children.

The position will be responsible for leading data base management and statistical analysis for several retrospective observational studies. The successful candidate will provide epidemiological and statistical expertise to support existing Partnership projects, including, but not limited to, the PANDORA study. The candidate will also be involved in supporting new research projects and supporting research capacity-building activities of the Partnership, through student supervision and supporting clinicians interested in gaining research experience. The successful candidate will also contribute more broadly to strengthening relationships with partnering organisations and other key stakeholders.

PRIMARY RESPONSIBILITIES:

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

1. Provide epidemiological expertise to support longstanding research programs within the Partnership, including the PANDORA study, including study design, data analysis and interpretation of population health data to support evidence-based decision-making.
2. Lead, develop and maintain research databases for key Partnership projects, ensuring data quality, integrity and compliance with governance requirements.
3. Provide statistical expertise and analysis to support study design, data interpretation and dissemination across Partnership projects.
4. Contribute to research capacity building through supervision of higher degree students, mentoring of research staff, and support of clinician-led research activities.
5. Prepare ethics applications, reports and regulatory documentation for Partnership research projects.
6. Develop a research portfolio consistent with the position of postdoctoral researcher, including writing and preparing research papers, reports and other materials for publication, including support to the dissemination of research findings through co-authorship of peer-reviewed publications, conference presentations and stakeholder reports.
7. Collaborate effectively with multidisciplinary and cross-sector partners, including clinicians, Aboriginal health organisations and policymakers.
8. Contribute to successful grant applications and project reporting, including assisting with study design, methodology and evaluation frameworks.
9. Attendance at, and contribution to, team, project and other meetings related to the research or to the academic role.
10. Ensure that duties are conducted in accordance with ethical, cultural and confidentiality requirements (including Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research), and in line with Menzies Study Protocol and Standard Operating Procedures
11. 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 PhD or equivalent post-graduate qualification in a relevant health discipline with at least 5 years of relevant research experience.
2. Proven experience in staff, student, and team supervision, with a positive attitude and a commitment to building capacity and capability in others.
3. Expertise in diabetes epidemiology, with experience translating complex population-level data into practical insights for policy-makers and stakeholders, statistics and use of statistical software packages (e.g. STATA).
4. Exemplary written and verbal communication skills, with experience in writing reports and applications from a variety of different funding sources.
5. Demonstrated ability to maintain confidentiality of data, personal and sensitive information, and exercise diplomacy and discretion when dealing with sensitive and confidential issues.

6. Demonstrated experience in research in accordance with Good Clinical Practice (GCP) Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research.
7. Strong cross-cultural experience, ideally with First Nations peoples, with an ability to work in different environments, interact effectively with people from diverse cultures, and build and maintain relationships locally and with those in other locations.
8. Strong communication, negotiation and liaison skills, and ability to contribute to effective team performance.
9. Demonstrated high level organisational skills, self-motivation, and the ability to prioritise workloads, work under pressure, meet tight deadlines, and achieve results with minimal guidance.
10. Demonstrated ability to build and maintain effective relationships and correspond with stakeholders, including funders.

Desirable:

1. Experience working in the remote Northern Australian context.

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: 16 February 2026

<u>Senior Research Officer - SRO1 to SRO6/RF3</u>		
PACKAGE COMPONENT	Minimum Value SRO 1 (\$)	Maximum Value SRO 6 (\$)
Gross Salary (position advertised as Academic Level B, SR01 - SR06/RF3)	109,828	128,734
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	15,376	18,023
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,543	8,543
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)	1,724	1,724
Total Salary Package	135,471	157,024