

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Evaluation Coordinator
<b>POSITION NUMBER:</b>	5945
<b>DIVISION / SECTION:</b>	Wellbeing and Preventable Chronic Diseases Division / Diabetes Partnership
<b>SUPERVISOR:</b>	Project Support & Evaluation Lead 3442
<b>CLASSIFICATION LEVEL:</b>	PAT 7
<b>SALARY RANGE:</b>	\$99,341 - \$107,806 per annum, pro rata
<b>STATUS (FTE):</b>	0.6 - 0.8
<b>LOCATION:</b>	Darwin, Northern Territory
<b>DIRECT REPORTS:</b>	0
<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) for up to five (5) days per trip, the frequency and timings of each travel period 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> <li>3) Ability to obtain National Police Clearance.</li> </ol>

### 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) commenced in 2011 in the Northern Territory and expanded into Far North Queensland (FNQ) in 2016.

Originally focused on the establishment of a clinical register and research activities to improve the care and outcomes for women (and their babies) who have had a pregnancy complicated by diabetes, our work has now expanded to include a focus on type 2 diabetes in children and Aboriginal and Torres Strait Islander young people.

Under the direction of the Partnership's Project Support & Evaluation Lead, the Evaluation Coordinator will manage evaluation activities by actively participating in Partnership projects across the program.

This includes taking the lead in planning, designing and implementing evaluation activities; collecting and analysing data; and drafting findings in consultation with other Partnership team members.

### **PRIMARY RESPONSIBILITIES:**

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

- 1) Coordinate evaluation activities by taking the lead in planning, designing and implementing project evaluations; collecting and analysing data; and drafting findings in consultation with other Partnership team members.
- 2) Lead project engagement by providing expert advice to Partnership researchers and driving the development of fit-for-purpose evaluation methodologies, including monitoring and performance indicators, data collection tools, and ethics and research governance applications.
- 3) Apply expertise and authority in evaluation to support and advise the Partnership's Project Support & Evaluation Lead to build capacity across the Partnership in evaluative methodologies and methods.
- 4) Manage the coordination and delivery of research and evaluation projects by supporting engagement activities with stakeholders, including secretariat duties, i.e. organising meetings, agendas, minutes and the production and publication of knowledge outputs.
- 5) Provide assistance with writing proposals and funding applications.
- 6) Work collaboratively with stakeholders and Partnership team members to lead and contribute to the dissemination of research and evaluation findings for diverse audiences, including conference and seminar presentations, reports, and academic publications.
- 7) Adhere to Partnership, Menzies and other organisations' policies and procedures relating to data quality assurance including safe storage, confidentiality, privacy of information and cultural safety.
- 8) 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.
- 9) 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 health services or public health related field or in evaluation, or an equivalent combination of tertiary qualification and relevant experience.
2. Knowledge of and expertise in evaluation tools and methodologies applicable to health, including designing measurement and evaluation frameworks, and program evaluation.
3. Strong understanding of research ethics, including confidentiality, privacy and anonymity and how to maintain throughout the research and analysis process, and a 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).
4. Sound interpersonal communication and collaboration skills with the capacity to provide consultation services, advice and guidance to stakeholders as well as the ability to interact effectively in a culturally safe manner with people from diverse cultures.
5. Demonstrated written and verbal communication skills and ability to both lead and support the writing of reports, funding applications, journal articles, briefs, proposals and conference presentations.

6. Demonstrated organisational and time management skills with the ability to prioritise while maintaining a high level of attention to detail.
7. Demonstrated initiative, problem solving and strong work ethic with capacity to work independently without direct supervision under broad direction and as part of a multidisciplinary team.
8. High level computer literacy and data presentation skills including proficiency with Microsoft Word and Excel and familiarity with qualitative data analysis programs such as NVIVO.

### Desirable:

1. Demonstrated experience in and understanding of First Nations health.
2. Demonstrated experience in and understanding of the remote northern Australian context.
3. Postgraduate qualifications.

### 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:** 12 February 2026

<b>PAT 7</b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value PAT 7/1 (\$)</b>	<b>Maximum Value PAT 7/4 (\$)</b>
<b>Gross Salary</b> (position advertised as Professional Administrative and Technical Staff Level 7)	99,341	107,806
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	13,908	15,093
<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	8,469
<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>123,442</b>	<b>133,092</b>