

POSITION DESCRIPTION

POSITION TITLE:	Project Assistant
5970	5970
DIVISION / SECTION:	Child and Maternal Health Division / Ear and Hearing Health
SUPERVISOR:	Senior Principal Research Fellow - 1959
CLASSIFICATION LEVEL:	PAT 5
SALARY RANGE:	\$81,837 - \$88,613 per annum, pro-rata
STATUS (FTE):	0.6 FTE
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	1. Ability to obtain and maintain a current Working with Children Check (OCHRE card) and National Police Clearance and NT Drivers 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 Project Assistant will be responsible for assisting the Technical Advisory Group (TAG), expert Working Groups, and the Otitis Media Evidence upGRADE (OMEGA) team to ensure effective and efficient evidence update for the 2020 Otitis Media Guidelines for Aboriginal and Torres Strait Islander children. The role provides comprehensive secretariat support for group meetings, including coordination and documentation using Microsoft Teams and related platforms. The position also supports the operational, cultural, legal, and contractual requirements of the OMEGA program, ensuring that administrative processes, stakeholder communications, and logistical arrangements are made in accordance with institutional policies, procedures, and guidelines. Working closely with the Senior Principal Research Fellow, Senior Research Fellow, and the broader research team, the Project Assistant will contribute to the smooth delivery of program milestones and research outputs. This position is based in Darwin.

PRIMARY RESPONSIBILITIES:

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

1. Provide effective and comprehensive administrative support and tracking of the OMEGA team research milestones, collating output reports, and maintaining data on deliverables.
2. Provide comprehensive secretariat support for TAG, OMEGA and expert Working Group meetings including setting optimal meeting dates and times across multiple time zones.
3. Prepare and distribute agendas, minutes, and meeting documentation (OMEGA and Working Group reports) in consultation with the Senior Principal Research Fellow.
4. Record accurate minutes using Teams transcript and Copilot, document action items, and monitor and assist with follow-up actions to ensure timely completion and reporting.

5. Organise travel arrangements and associated logistics, ensure administrative requirements are met for face-to-face meetings or conferences, including managing bookings and credit card acquittals in accordance with institutional policies, procedures, and guidelines.
6. Monitor and manage the research team's correspondence, responding to enquiries and delegating matters appropriately.
7. Maintain organised administrative systems, records, and documentation to support effective program delivery and compliance requirements.
8. Maintain professional correspondence with internal and external stakeholders in consultation with the Senior Principal Research Fellow.
9. Collaborate with the Menzies Communications Team to support the promotion and dissemination of research activities, outcomes, and reporting outputs.
10. Provide administrative support to research surveys within the Ear and Hearing Health Program as directed.
11. Build and maintain respectful and productive relationships with individuals from diverse cultural and professional backgrounds.
12. Support adherence to operational, cultural, legal, and contractual requirements of the OMEGA program.
13. Demonstrate professional behaviour and contribute to a positive, collaborative, and inclusive workplace culture.
14. Demonstrate an 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.
15. Carry out any other duties as reasonably required by the Supervisor, Business Manager, and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. Completion of Diploma or Certificate IV and extensive administrative experience, or an equivalent combination of qualifications and substantial relevant experience in a similar role.
2. Demonstrated experience providing high-quality secretariat support, including agenda preparation, minute-taking, action tracking, and coordination of meetings across multiple time zones using platforms such as Outlook calendars and Microsoft Teams.
3. Experience managing events, travel bookings, meeting logistics, and financial processes such as credit card acquittals, with strong organisational skills and attention to detail.
4. High-level written and verbal communications skills, with proven ability to liaise effectively with diverse stakeholders and maintain professional correspondence.
5. Demonstrated ability to manage competing priorities, meet deadlines, exercise initiative, and work both independently and collaboratively within a multidisciplinary team environment.
6. High-level proficiency in the Microsoft Office Suite and collaborative platforms (Word, Excel, Explorer, Copilot, Outlook, SharePoint, Dropbox, doodle poll, contact lists), with demonstrated ability to maintain accurate records, handle confidential information with discretion, and work effectively within culturally diverse environments while adhering to legislative and regulatory compliance requirements, relevant institutional policies, procedures and guidelines.

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: 25/02/2026

PACKAGE COMPONENT	Minimum Value PAT 5/1 (\$)	Maximum Value PAT 5/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 5)	81,837	88,613
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	11,457	12,406
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))	1,647	1,724
Total Salary Package	103,410	111,212