

POSITION DESCRIPTION

POSITION TITLE:	Project Coordinator
POSITION NUMBER:	4537
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases (WPCD) Division
SUPERVISOR:	Project Manager - 4261
CLASSIFICATION LEVEL:	PAT 7
SALARY RANGE:	\$99,341 - \$107,806 per annum, pro-rata
STATUS (FTE):	0.8 FTE -1 FTE
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	4-5
INDIRECT REPORTS:	Nil
SPECIAL PROVISIONS:	<ol style="list-style-type: none"> 1. Travel to remote communities (by light aircraft or 4WD). Timing and frequency to be agreed. 2. Ability to obtain and maintain a current Working with Children Check (OCHRE card), NT driver's licence and National Police Clearance. 3. Preferred location is Katherine, NT. Outstanding Darwin based candidates who are able to travel to Katherine on a regular basis (1-2 times per month) may be considered.

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 is a collaboration between health service providers, policy makers, researchers, and communities across Northern Australia based at Menzies School of Health Research. Established in 2011, the Partnership has grown to include more than 40 staff and students working across the Northern Territory (NT) and Far North Queensland. Our main office is in Darwin. We are an innovative and diverse team with a mixture of skill sets and professional backgrounds. You can find out more about our work and impact at www.diabeteslifecourse.org.au.

This position will coordinate Youth Type 2 Diabetes projects focused in the Big Rivers region of the Northern Territory. In partnership with communities and primary care services, the project will implement and evaluate culturally safe models of holistic diabetes screening and care that focus on mental health, wellbeing and improved diabetes management for First Nations young people aged 10-24 across the region.

Under the supervision of the Project Manager, this role will lead community consultation and engagement with relevant health services, support the engagement and recruitment of project participants within the region, plan and deliver codesign sessions, and support the implementation of strategies from these sessions according to the project aims.

Central to this role is working with and supporting a small team of young people who work on the project on a casual basis. The successful candidate will have excellent organisational and project management skills but also experience in mentoring and developing team members, and a commitment to working in a culturally responsive manner.

PRIMARY RESPONSIBILITIES:

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

1. Coordinate co-design, implementation and evaluation activities related to youth onset type 2 diabetes across the Big Rivers Region.
2. Lead collaboration with community members and people with lived experience of diabetes to co-design a culturally responsive diabetes community awareness and screening campaign.
3. Lead the planning, coordination, delivery and evaluation of one or more defined projects within the Youth Diabetes team, with accountability for coordination of travel and meetings, timelines, outputs, and delivery milestones.
4. Support research governance and problem-solving activities for multiple project components, including preparation of applications, amendments and reports to ethics committees and health services.
5. Lead recruitment of study participants and data collection.
6. Lead project engagement with Aboriginal and/or Torres Strait Islander young people, communities and health services. This will include regular travel to remote communities, including multi-day trips.
7. Supervise and support development of direct reports and work collaboratively with other team members based in Darwin, Queensland and Central Australia. .
8. Lead efficient allocation and utilisation of resources to achieve project goals and sustainability.
9. Lead project activities and ensure adherence to relevant Study Protocols, confidentiality requirements, and compliance with all relevant regulations.
10. Lead the planning and coordination of knowledge translation activities that help turn knowledge into practice, including working with stakeholders, sharing information in practical ways, and gathering feedback on how it is used.
11. Work closely with Aboriginal and Torres Strait Islander investigators, colleagues and governance groups to ensure appropriate conduct of all research activities and outputs.
12. 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.
13. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. A relevant tertiary qualification with significant relevant post qualification professional work experience, or extensive experience and management expertise in technical or administrative fields, or an equivalent combination of relevant experience and education/training.

2. Demonstrated knowledge or experience working in health promotion, community development, diabetes, and/or related chronic conditions, especially among Aboriginal and/or Torres Strait Islander people and communities in Northern Australia.
3. Experience working in a culturally responsive manner with Aboriginal and Torres Strait Islander people, communities and organisations.
4. Demonstrated experience in the recruitment, training, and supervision of staff.
5. Experience working in projects that utilised co-design methodologies and/or experience in evaluation.
6. Strong understanding of ethics relevant to working in health/community health services and/or research settings including confidentiality, privacy and anonymity, 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).
7. Demonstrated initiative, reliability, problem solving and strong work ethic with capacity to work independently without direct supervision under broad direction.
8. Demonstrated ability to assess and establish priorities, manage competing deadlines against expected timeframes, in a fast changing and fluid environment.
9. High level computer literacy skills with proficiency in Microsoft Office suite, including Word, Excel and PowerPoint, and capacity to quickly develop competency with new software programs such as those that support finance management, recruitment, travel booking and task management.
10. Demonstrated ability to communicate effectively, both in writing and verbally, to a range of audiences including people from diverse professional and cultural backgrounds.
11. Evidence of ability to initiate and maintain positive and effective relationships with internal and external stakeholders and ability to work as a team player.
12. Willingness and ability to critically reflect on your own work practices with reference to culturally responsive ways.

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: 11 March 2026

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