

POSITION DESCRIPTION

POSITION TITLE:	Project Officer
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases
SUPERVISOR:	Project Coordinator
CLASSIFICATION LEVEL:	GSL 5 – 6, depending on qualification, skills and experience
SALARY RANGE:	\$73,670 - \$87,901 per annum
STATUS (FTE):	1.0 FTE
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
LOCATION:	Alice Springs, Northern Territory
SPECIAL PROVISIONS:	<ul style="list-style-type: none">- Willingness to travel to remote communities (by light aircraft or 4WD) if required.- Willingness to comply with the Top End Health Services Staff Immunisation Policy and provide proof of compliance (e.g. through serology).- Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources.- Ability to obtain and maintain a current Working with Children Check (OCHRE card)

ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Islander Peoples, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Diabetes Across the Lifecourse: Northern Australia Partnership commenced in 2011 in the Northern Territory and expanded into Far North Queensland (FNQ) in 2016. Originally focussed 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.

This position, based in Alice Springs, will work across two co-design projects: The Youth Type 2 Diabetes project and Diabetes in Pregnancy project. The role will report to the Central Australia Project Coordinator.

The Youth Type 2 Diabetes project is working to co-design enhanced models of care in Central Australia for Aboriginal and Torres Strait Islander youth with type 2 diabetes. The Project Officer will support community consultation and engagement (such as events, camps, and workshops).

As part of the Diabetes in Pregnancy project, this role will support engagement and co-design with Aboriginal and/or Torres Strait women, communities, and health professionals to reduce diabetes risks before, during, and after pregnancy. The Project Officer will provide administrative support and assist with the project's co-design and engagement activities.

PRIMARY RESPONSIBILITIES:

1. Provide high level administrative and research project support to the Youth Type 2 Diabetes and Diabetes in Pregnancy project teams.
2. Support in the coordination and facilitation of research related activities such as communicating and promoting the projects through community engagement, participant recruitment, obtaining informed consent, data entry and storage and ethics reporting, in line with relevant standards, guidelines and reporting obligations.
3. Assist in contacting participants, booking participant appointments, collection of participant information and quantitative and qualitative research data, such as conducting surveys, note-taking and participating in workshops and/or focus groups.
4. Ensure participant information and data is recorded accurately into relevant databases/systems, ensuring participant data is managed in accordance with ethical, cultural, and confidentiality requirements.
5. Develop and maintain meaningful relationships with project stakeholders including youth participants with type 2 diabetes and their families, Aboriginal and Torres Strait Islander women with diabetes in pregnancy, community stakeholders, and health care professionals.
6. Assist in establishing and maintaining an Indigenous Youth Reference group for the Central Australia region.
7. Communicate and coordinate effectively with study participants, research team, project health service partners, community services and other stakeholders (such as community councils and health centres) in the coordination and delivery of community consultations and engagement activities
8. Work as part of a research team in a support role and participate in project team and divisional meetings.
9. 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.
10. Any other tasks as reasonably required by the supervisor, manager, and/or Director.

Additional responsibilities for appointment at GSL 6

1. Provide high quality research and evaluation support with all aspects of related research projects, including stakeholder engagement, project planning, ethics management, recruitment, fieldwork, data analysis and reporting processes.
2. Assist in the preparation and submission of reports, project promotional material, research ethics.
3. Provide secretariat support for meetings including arranging travel and catering, producing meeting documents, and managing correspondence with attendees.

SELECTION CRITERIA:

Essential:

1. Completion of a degree in public health, research, health promotion and/or health care; or completion of a diploma and at least two years subsequent relevant work experience.
2. Experience or willingness to undertake training in doing health surveys with participants.
3. Demonstrated ability to communicate effectively, both verbally and in writing, to a range of audiences including a multidisciplinary team and people from diverse cultures.
4. Understanding of, or an ability to acquire understanding of research processes and the cultural, ethical and confidentiality considerations for conducting research with participants.
5. Strong record keeping skills, attention to detail, problem-solving skills, resourcefulness, punctuality, and positive attitude.
6. Good computer skills including previous use of software applications including Microsoft Office Suite and internet browsers, notably with good data entry skills.
7. Ability to effectively explain the project (using non-medical terms) to potential participants, including Aboriginal and Torres Strait Islander people, in line with ethics and study requirements.
8. Ability to work under routine supervision as part of a multidisciplinary team, developing organisational and time management skills, and contribute to timely achievement of project activity and other deadlines whilst maintaining confidentiality.
9. Strong interpersonal skills and ability to build strong productive working relationships and interact effectively with people from various educational, cultural and socio-economic backgrounds, including cross-cultural awareness and skills in community engagement involving Aboriginal communities.

Additional criteria for appointment at GSL 6:

1. Completion of a degree in public health, research, health promotion and/or health care, along with subsequent relevant experience
2. Experience working effectively with Aboriginal and Torres Strait Islander women and/or children in a clinical and/or health promotion and/or research setting.
3. Ability to work with minimal direction and adapt processes or techniques as required to achieve objectives without impacting on other areas.
4. Experience conducting secretariat duties such as organising meetings, booking travel and catering, and writing meeting documents such as agendas and minutes.

Desirable:

1. Demonstrated experience working or conducting research in a remote community setting.
2. Experience working with databases such as REDCap or Access.

COVID-19 Safety Requirements:

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace such good hygiene practices, mask wearing, physical distancing and any other reasonable direction.

As a recognised national leader in Aboriginal and Torres Strait Islander health research, education and research training, 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 First Nations voices in all aspects of our work, and we strongly encourage Aboriginal and/or Torres Strait Islander peoples to apply for this position.

Approved by: Menzies Human Resources

Date:15/09/2022.....