

POSITION DESCRIPTION

POSITION TITLE:	Research Assistant or Project Coordinator
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	Chief Investigator, Rheumatic Heart Disease projects
CLASSIFICATION LEVEL:	Academic Level A or GSL 7
SALARY RANGE:	\$71,647 - \$94,329 per annum, pro-rata, Academic Level A \$89,426 - \$97,048 per annum, pro-rata, GSL 7
ALLOWANCE:	\$3,005.62 per annum, pro-rata (Indigenous Knowledge Allowance – IKA 2)
STATUS (FTE):	0.5 FTE
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none"> - Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources. - Willingness to travel to remote communities (by light aircraft or 4WD) for up to six times per year, and up to 5 days per trip - Willingness to comply with the Top End Health Services Staff Immunisation Policy and provide proof of compliance (e.g. through serology). - 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 Indigenous Australians, 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. The Menzies' Global and Tropical Health (GTH) Division is committed to dealing with key areas of public health concern that impact on the health and wellbeing of people and communities across northern Australia and the Asia-Pacific region. With a focus on translational research, we shape our research program through close collaboration with a diverse range of healthcare providers, policy makers and researchers, to target priority health issues. Our aim is to find meaningful and relevant ways to improve the health of people in our region.

SUMMARY OF POSITION:

Menzies' Global and Tropical Health Division is committed to tackling key areas of public health concern, including Acute Rheumatic Fever (ARF), Rheumatic Heart Disease (RHD), that impact on the health and wellbeing of people and communities across Northern Australia. The Rheumatic heart disease) team is leading several capacity building, training and research projects, focused on improving access to early echocardiographic diagnosis of RHD.

The Research Assistant or Project Coordinator will support research generally, with specific responsibility for projects funded through the National Heart Foundation awards that are designed to build the capacity of Aboriginal community health researchers. They include:

- "Quantifying myocardial inflammation in ARF and RHD", a project that will determine the ability of cardiac MRI to help diagnose ARF and predict who is at highest risk of developing RHD in the future.

- “Beyond the Scars” project that will explore the social and emotional needs of Aboriginal and Torres Strait Islander peoples with RHD. Both are designed to build the capacity of an Aboriginal community health researcher.

The Research Assistant or Project Coordinator will work closely with communities, healthcare workers, general practitioners, midwives and sonographers at the study sites. They will be expected to travel to sites outside of Darwin up to six times per year, for 5 days at a time, and to maintain regular communication with communities and the research teams. They will also support development of training materials for echocardiographic training, and contribute to other related RHD projects, as part of the PEDRO team. These position/s are based in Darwin.

PRIMARY RESPONSIBILITIES:

1. Coordinate engagement with stakeholders and academics relevant to the project, maintaining regular communication with stakeholders, including staff at NT hospitals, and in remote communities in the Northern Territory and Western Australia.
2. Undertake procedures relevant to the research projects including: explanation of the project in lay terms to potential participants; obtaining informed consent; clinical assessments of eligibility for project; review of medical records; completion of questionnaires, data collection and entry; collection of specimens for analysis and transport to laboratories as required; monitoring of adverse events and ongoing participant examinations and assessments as required.
3. Ensure study procedures are carried out according to the Guidelines for Good Clinical Practice (GCP), ethics approvals, cultural guidelines, Menzies policies and procedures and the Australian Code for the Responsible Conduct of Research.
4. Follow-up outstanding participant information as required.
5. Coordinate community visits and communication with stakeholders, including activities to support the conduct of yarning circles, maintaining records of discussions (audio recordings and transcription).
6. Assist with data analysis, preparation of reports, project documentation and presentations.
7. Contribute to the development of training materials for echocardiographic training.
8. Support other RHD projects relevant to promoting echocardiographic detection of RHD in Australia.
9. 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
10. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. At least four years of tertiary study in a relevant discipline or equivalent qualifications or research and/or clinical experience (Academic Level A appointment) or a degree with at least four years subsequent experience or an equivalent combination of relevant experience and/or education and training (General Staff Level 7 appointment).
2. Demonstrated experience undertaking procedures relevant to a research project including: explanation of the project in lay terms to potential participants; obtaining informed consent; clinical assessments of eligibility for project; review of medical records; completion of questionnaires and data entry; collection of specimens for analysis and transport to laboratories as required; monitoring of adverse events and ongoing participant examinations and assessments as required.
3. Demonstrated commitment to improving Indigenous health and a keen interest in

- developing research skills related to this.
4. Demonstrated high-level organisational skills, including; well-developed record-keeping abilities, proven experience in meeting project objectives and deadlines and ability to work independently
 5. Excellent verbal and written communication skills, including demonstrated interpersonal skills and a proactive attitude to relationship building with people from diverse cultures and a wide range of stakeholders.
 6. Experience in developing training materials including ability to adapt existing materials, to support specific program requirement.
 7. An understanding of the issues relating to working in Indigenous communities and the ability to work in a respectful and culturally safe manner.
 8. Demonstrated GCP skills or a willingness to undertake formal GCP training within 1 month of commencement of position, if required.
 9. Demonstrated computer literacy and ability to work competently with Microsoft Office programs such as Outlook, Word, Excel.
 10. The ability to interact effectively with people from diverse cultures with excellent cross-cultural awareness and skills in community engagement involving Indigenous communities.

Desirable:

1. Research project experience including involvement in data collection and management of research studies in a cross-cultural setting.
2. Experience working in a hospital environment.
3. Experience in preparing scientific reports and grant applications.
4. Knowledge of Acute Rheumatic Fever and/or Rheumatic Heart Disease.

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.

This Position is designated for Aboriginal and/or Torres Strait Islander people only.

The position/s will only be open to Aboriginal and Torres Strait Islander applicants. The filling of this position/these positions is intended to constitute a special/ equal opportunity measure under s section 8(1) of the [Racial Discrimination Act 1975](#) (Cwlth) and section 57 of the [Anti-Discrimination Act 1992](#) (NT).

Approved by: Menzies Human Resources

Date: 16/11/2022

Research Assistant - RA1 to RA8

PACKAGE COMPONENT	Minimum Value RA1 (\$)	Maximum Value RA8 (\$)
Gross Salary (position advertised as Academic Level A, RA1 - RA8)	71,647	94,329
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	10,031	13,206
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	9,685
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)	1,442	1,570
Total Salary Package	92,885	118,790

GSL 7

PACKAGE COMPONENT	Minimum Value GSL 7/1 (\$)	Maximum Value GSL 7/4 (\$)
Gross Salary (position advertised as General Staff Level 7)	89,426	97,048
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	12,520	13,587
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	9,685
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)	1,570	1,570
Total Salary Package	113,280	121,890