

POSITION DESCRIPTION

POSITION TITLE:	Project Coordinator/Manager
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases
SUPERVISOR:	Youth Type 2 Diabetes Project Lead
CLASSIFICATION LEVEL:	GSL 7 - 8
SALARY RANGE:	\$89,426 - \$111,778 pa
STATUS (FTE):	1.0 FTE
DIRECT REPORTS:	1
INDIRECT REPORTS:	2 - 4
SPECIAL PROVISIONS:	<ul style="list-style-type: none">- Willingness and ability to work flexible hours and undertake monthly travel up to a week at a time (maximum of one weekend day per two months). This may include travel by light aircraft or 4WD to remote communities as part of a team.- Ability to obtain and maintain a current Working with Children Check (OCHRE) and NT Drivers Licence.- Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources.

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.

SUMMARY OF POSITION:

Recent Diabetes Across the Lifecourse Partnership research concludes the prevalence of youth-onset type 2 diabetes among Aboriginal and Torres Strait Islander youth in northern Australia is the highest reported internationally over the past 25 years. Consequences of youth-onset type 2 diabetes include a higher risk of comorbidities and complications than those with later-onset diabetes, highlighting a clear need for effective prevention programs. Australian childhood obesity and diabetes prevention programs, however, have had limited success when adapted for Aboriginal communities.

During 2019-2020, with funding from CAASHN and in partnership with Congress, Menzies completed formative work in Central Australia, where a range of health service providers, family groups and cultural advisors were consulted on the appropriateness of adapting a youth diabetes prevention program successfully trialled in First Nations communities of North America. This consultation led to adaptation of the program in the Central Australian context thus aligning with local needs, priorities and cultures. Future research aims to assess the effectiveness of the implementation of this culturally safe, behavioural diabetes prevention program for 6–11-year-old Aboriginal children in multiple sites across the region.

Central to the Project Coordinator/Manager role will be strong engagement with services and communities willing to take part in this project, either as a program implementation site or as a control site. The Project Coordinator/Manager must also ensure the project adheres to all ethical guidelines and requirements, and effectively manage program delivery and data collection. This position will be based in Alice Springs and will also be responsible for the recruitment, training, and supervision of staff required to deliver the project. The Project Coordinator/Manager will report to the Youth Type 2 Diabetes Project Lead.

PRIMARY RESPONSIBILITIES:

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

1. Communicate with relevant health services and communities to seek their involvement in the project and maintain appropriate engagement over the course of the project (including initial consultations, obtaining community approvals and participation agreements).
2. Manage ethics requirements for the project, including drafting relevant documents and reports, and facilitating timely submission within strict and non-negotiable deadlines.
3. Obtain informed consent from project participants and ensure research conduct is always consistent with ethical standards and Good Clinical Practice (GCP) guidelines.
4. Coordinate and manage administrative project procedures including drafting and updating project protocols and procedures, facilitating data transfer and secure storage, in accordance with relevant legislation, standards and guidelines.
5. Ensure data integrity by accurately collecting data, timely recording data in the project's REDCap database and other relevant databases, and promptly alerting the Project Lead to any data issues.
6. Employ, train and supervise staff to ensure appropriate delivery of the program.
7. Update the Diabetes across the Lifecourse Partnership on the progress of the project through progress reporting at regular meetings.
8. Prepare reports of project progress and findings for various audiences, including community groups and participating health services.
9. Maintain 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.

Additional responsibilities for appointment at Level 8

1. Under the broad direction of the Project Lead, co-ordinate, support and monitor the activities and outputs of the project team to ensure high quality and timely delivery on all contractual obligations.
2. Ensure compliance with all performance requirements according to legal contracts and project goals, including financial management, preparation of reports, submissions and some published outputs of the project.
3. Regularly review the project budget and financial statements, and report expenditure in accordance with agreed budget allocations and timelines.
4. Manage credit card acquittal and the timely raising of purchase orders and invoices.

SELECTION CRITERIA:

Essential:

1. A degree with at least four years subsequent relevant experience (public health, research, health promotion, health care) or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience coordinating clinical research studies and adhering to project protocols and procedures including data collection guidelines.
3. Highly developed ability to communicate effectively, both verbally and in writing, with a range of audiences including people from diverse cultures and a multidisciplinary team.
4. Demonstrated experience working in a culturally responsive manner with Aboriginal and Torres Strait Islander people, communities and organisations.
5. Highly developed organisational and time management skills with demonstrated ability to set priorities and meet deadlines whilst keeping attention to detail.
6. Demonstrated experience in the recruitment, training and supervision of staff.
7. Capacity to work independently under broad direction, and as part of a research team, maintaining confidentiality.
8. Demonstrated ability in writing progress reports against project milestones, and in the preparation and submission of research ethics applications and their associated reporting obligations.
9. Strong record keeping skills, attention to detail, problem-solving skills, punctuality and positive attitude.
10. Demonstrated experience and competency with a range of computer software including the Microsoft Office Suite and research statistical platforms.

Additional criteria for appointment at GSL 8

1. Postgraduate qualifications or progress towards postgraduate qualifications and extensive experience in a remote context, including managing staff.
2. Demonstrated strong leaderships skills and experience in team management, staff supervision and management expertise or an equivalent combination of relevant experience.
3. Demonstrated skills in project planning and management in a remote context, including human resource and financial management.
4. Demonstrated excellence in written skills, performance of contract management tasks, and capacity to deliver project outcomes to a high quality.

Desirable:

1. Experience in delivering programs in First Nations communities.
2. Experience in training and supporting First Nations people to deliver a program.
3. Experience in the use of the REDCap database application.

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: 17/11/2022

<u>GSL 7/8</u>		
PACKAGE COMPONENT	Minimum Value GSL 7/1 (\$)	Maximum Value GSL 8/4 (\$)
Gross Salary (position advertised accross General Staff Levels 7 and 8)	89,426	111,778
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	12,520	15,649
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	138,682