

POSITION DESCRIPTION

POSITION TITLE:	Project Assistant
POSITION NUMBER:	5397
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases (WPCD)
SUPERVISOR:	Project Coordinator, Darwin Site Lead 3626
CLASSIFICATION LEVEL:	GSL 4-5
SALARY RANGE:	\$66,559 - \$71,640 per annum (GSL 4) \$73,670 - \$79,770 per annum (GSL 5)
STATUS (FTE):	1.0 Full Time
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. - Ability to obtain and maintain a current Working with Children Check (OCHRE card). - Ability to obtain and maintain a current NT drivers' license. - This position is based in Darwin.

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 Project Assistant will work closely with the research team, including the site manager, Youth Project Officers and Ramaciotti/Biyamarr ma Trainees, to coordinate project activities of the Aboriginal and Islander Mental health initiative (AIMhi) which is committed to developing testing and training in mental health promotion strategies for First Nations people. The Project Assistant will be specifically engaged with the e-Mental Health in Practice (eMHPrac) and the *AIMhi for Youth (AIMhi-Y) - A digital mental health meeting place for First Nations young people* projects. These projects aim to develop, promote, implement and evaluate digital mental health resources (including the AIMhi Stay Strong app and the AIMhi-Y app

and support package) which help to improve mental health and wellbeing for First Nations adults and young people.

The Project Assistant role will be mentored by the senior First Nations and non-Indigenous researchers to work with the research team in consultation, liaison, coordination, project management and feedback activities including the planning, implementation, data collection, data analysis and dissemination phases of the projects. The Project Assistant will also support consultation and training with services implementing the AIMhi digital mental health resources.

PRIMARY RESPONSIBILITIES:

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

1. Foster links with Indigenous communities and young people to convene an Indigenous Youth Reference Group (IYRG) for the study site and in collaboration with the youth project officer, coordinate, plan and facilitate regular meetings with the IYRG, under supervision of the site leader, to achieve project objectives.
2. Demonstrate an understanding of mental health terms, treatments, research processes and ethical considerations for conducting research with human participants.
3. Support the research team to engage and consult with services, deliver training, and conduct research and evaluation which is respectful of Aboriginal and Torres Strait Islander culture.
4. Coordinate and communicate effectively with study participants, health services, youth Project officers, Site and Program Leaders, Senior Cultural Advisors, and other project staff.
5. Have input into, and assist with coordination of resource development activities, in collaboration with the research team.
6. Support the research team in the preparation and implementation of knowledge translation and dissemination strategies associated with research outputs.
7. Provide high level secretarial support to AIMhi team with minimal supervision.
8. Actively participate in research team meetings as required.
9. Have 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. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

Additional responsibilities for appointment at GSL 5:

1. Take a leading role in the preparation and implementation of knowledge translation and dissemination strategies associated with research outputs.
2. Take a leading role in the development, delivery and evaluation of training, co-design and promotion activities.

SELECTION CRITERIA:

Essential:

1. Completion of a Diploma, with relevant work experience; or a combination of education/training and relevant experience.
2. Demonstrated good verbal communication skills, sound interpersonal and negotiation skills, self-confidence, and the ability to interact effectively with people from a wide range of backgrounds, particularly with an understanding of how to work successfully in First Nations youth contexts.
3. Ability to communicate effectively in writing, including an ability to prepare correspondence in accordance with required formats, and an ability and commitment to maintain confidentiality and discern sensitive issues.
4. Knowledge or experience in facilitating focus groups, workshops, or training.
5. Demonstrated experience in an administration and/or project role with sound organisational skills including the ability to prioritise and complete set tasks.
6. Demonstrated capacity to work independently without direct supervision and maintain good organisational and time management skills to undertake a range of project management, reporting and liaison activities of this position.
7. High level computer literacy skills to ensure collection and recording of information meets professional standards, including, use of the Microsoft Office suite and basic understanding of smartphone and tablet use.
8. Understanding of, or an ability to acquire understanding of, mental health terms and treatments, research processes and the ethical considerations for conducting research with human participants.
9. Show initiative, sound judgment, attention to detail.
10. Demonstrated ability to work with others collaboratively in a team environment and interact effectively with people from diverse cultures.
11. Proven ability to build strong productive relationship with a range of stakeholders and research partners including government agencies, research institutions, non-government organisations, health services, and Aboriginal and Torres Strait Islander communities.

Additional selection criteria for appointment at GSL 5:

1. Completion of a degree without relevant work experience; or other formal qualification with post certificate relevant work experience.
2. Experience assisting with events coordination along with planning and implementation of programs and initiatives within strategies.
3. Demonstrated ability to design, deliver and evaluate training within a team environment to service providers from a wide range of professional backgrounds.

Desirable:

1. Previous experience managing or coordinating research or other relevant projects.
2. Experience working with and knowledge of mental health issues in an Indigenous context.

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.

SPECIAL CONSIDERATIONS:

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

APPROVED BY: Menzies Human Resources

DATE: 15th May 2023

<u>GSL 4/5</u>		
PACKAGE COMPONENT	Minimum Value GSL 4/1 (\$)	Maximum Value GSL 5/4 (\$)
Gross Salary (position advertised accross General Staff Levels 4 & 5)	66,559	79,770
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	9,318	11,168
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	9,765
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)	1,340	1,587
Total Salary Package	86,982	102,290