

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Senior Aboriginal and/or Torres Strait Islander Health Practitioner
<b>POSITION NUMBER:</b>	5485
<b>DIVISION / SECTION:</b>	Child and Maternal Health Division / Deadly Ears in Deadly Hands Trial
<b>SUPERVISOR:</b>	Senior Research Officer – Position - 5035
<b>CLASSIFICATION LEVEL:</b>	PAT 7
<b>SALARY RANGE:</b>	\$96,260 - \$104,463 per annum, pro-rata
<b>ALLOWANCE:</b>	Indigenous Knowledge Allowance \$3,236 per annum, pro-rata
<b>STATUS (FTE):</b>	0.8FTE – 1.0FTE
<b>LOCATION:</b>	Darwin
<b>DIRECT REPORTS:</b>	2-3
<b>INDIRECT REPORTS:</b>	0
<b>POSITION REQUIREMENTS:</b>	<ol style="list-style-type: none"> <li>1. Comply with the Worker Immunisation against Specified Vaccine Preventable Diseases NT Health Policy and provide proof of compliance (e.g., vaccine certificates or serology reports) including Hepatitis A &amp; B vaccinations as per Category A of the NT Health Policy.</li> <li>2. Ability to obtain and maintain a current Working with Children Check (OCHRE card) and National Police Clearance and hold current NT Drivers' License.</li> </ol>

### ABOUT MENZIES:

Menzies is a national leader in research and education that improves 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 into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

### SUMMARY OF POSITION:

Menzies provides training and support in research practice to staff coming into research roles for the first time. This role will manage and work with the Deadly Ears in Deadly Hands research team to provide high quality, respectful, culturally sensitive clinical assessments, participant recruitment and other research activities. Research activities include obtaining informed consent, in-depth ear examinations, talking to and providing health education to children and their families at Royal Darwin Hospital and arranging follow up visits at home or community health services. This position is based in Darwin, but there is the possibility of travel to remote communities via light aircraft and/or 4WD for up to three (3) days per trip, and up to two (2) trips per year.

### PRIMARY RESPONSIBILITIES:

1. Responsible for clinical assessments, recruitment and health education and support of child participants in hospital and their families, including medical records review, data collection and entry.
2. Responsible for planning and allocating staff resources, recruitment, supervision, training and development, coaching, support, teaching and mentoring employees and managing performance to deliver team outcomes and continuous improvement.
3. Conduct clinical assessments and recommendations and liaise with Royal Darwin Hospital staff and community-based health centres to ensure that the ear health management plans are actioned in

collaboration with treating medical teams and that the study complies with Royal Darwin Hospital and other relevant policies, procedures, and guidelines.

4. Contact tracing of study participants, and coordinate and conduct participant follow-up visits at home or rural/remote communities.
5. Works within the Aboriginal Health Practitioner scope of practice and ensures clinical assessments, data collection and other research activities are carried out according to evidence-based practice, legislative and regulatory requirements and Menzies' policies, procedures and guidelines.
6. Build strong productive relationships with people from diverse cultures and a wide range of stakeholders.
7. Foster a positive workplace culture through exemplary leadership practices and role modelling behaviour.
8. Provide support to other research studies as required.
9. Perform the primary responsibilities of the role in compliance with Good Clinical Practice (GCP) Guidelines (training provided by Menzies), relevant Workplace Health and Safety and Equal Opportunity principles and legislation.
10. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

### SELECTION CRITERIA:

#### Essential:

1. Current registration as an Aboriginal and Torres Strait Islander Health Practitioner with the Aboriginal and Torres Strait Islander Health Practice Board of Australia, with clinical experience working in maternal, paediatric or child health in either a hospital or health service and experience working with and knowledge of health issues affecting First Nations Australians.
2. Demonstrated strong leadership skills and team management or supervision expertise.
3. Demonstrated verbal and written communication and interpersonal skills to communicate and contribute effectively as part of a multidisciplinary team.
4. Demonstrated initiative, problem solving and strong work ethic with the capacity to assess and establish priorities, manage competing deadlines and work independently with limited supervision under broad direction.
5. Demonstrated ability to maintain confidentiality of data, personal and sensitive information, exercise diplomacy and discretion when dealing with sensitive and confidential matters.
6. Sound computer literacy skills in Microsoft Office Suite.

### 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.

### 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).

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**APPROVED BY:** Menzies Human Resources  
**DATE:** 21/03/2024

<b><u>PAT 7</u></b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value PAT 7/1 (\$)</b>	<b>Maximum Value PAT 7/4 (\$)</b>
<b>Gross Salary</b> (position advertised as Professional Administrative and Technical Staff Level 7)	96,260	104,463
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	13,476	14,625
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	9,546	9,469
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,676	1,676
<b>Total Salary Package</b>	<b>120,959</b>	<b>130,232</b>