

POSITION DESCRIPTION

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| POSITION TITLE: | Project Coordinator |
| POSITION NUMBER: | 5550 |
| DIVISION / SECTION: | Global and Tropical Health – The Communicate Study Partnership |
| SUPERVISOR: | Senior Research Fellow - 4773 |
| CLASSIFICATION LEVEL: | PAT 7 |
| SALARY RANGE: | \$96,260-\$104,463 |
| STATUS (FTE): | 1.0 FTE for 6 months. |
| 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. - Travel to remote communities (by light aircraft or 4WD) for up to three (3) days per trip, four (4) times per year. - 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 & B vaccinations as per Category B of the NT Health Policy. - Ability to obtain a current Working with Children Check (OCHRE card) and maintain a current NT driver's licence. |

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:

The vision of the Communicate Study Partnership is to ensure more First Nations peoples receive culturally safe healthcare through improving patient-provider intercultural communication. This study, run by Menzies School of Health Research in partnership with Northern Territory (NT) Health, the NT Aboriginal Interpreter Service, the Djalkiri Foundation and the National Accreditation Authority for Translators and Interpreters (NAATI) is funded by NHMRC and MRFF from 2022-2027. A suite of

activities is being implemented at participating hospitals including: a communication and cultural safety program called 'Ask the Specialist Plus' based on a multi-award-winning podcast developed by our team; clinical championing; new employment and integration models for interpreters; and mentoring and training for Aboriginal language Interpreters.

The Communicate Study team is looking for a Project Coordinator to co-lead the development and design of a proposed NT Health Communication Hub. The proposed Hub responds to needs identified through key stakeholder engagement which occurred during 2023. Initial work on the proposed Hub has identified key focus areas which could include but is not limited to: co-designing and creating new resources to address issues related to health and wellbeing and training to improve communication in healthcare.

The Project Coordinator will be involved in all project management activities including the planning, implementation, and dissemination phases of the project, writing and submitting grant applications and contribute to other teams and projects across the Partnership as required. Project management for this position will include budget and contract management requirements.

PRIMARY RESPONSIBILITIES:

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

1. Project coordinate the development and design of the proposed NT Health Communications Hub, working closely with Communicate Study team members and in consultation with stakeholders.
2. Project plan and coordinate the development and design of a sustainable business model for the NT Health Communication Hub, aligning with the goals and recommendations from the scoping review.
3. Develop and coordinate a plan for hub activities, including but not limited to codesigning and creating new resources, organising training sessions for hospital staff, and maintaining the library/portal of existing resources.
4. Identify and write grant applications to pursue additional channels for the Hub's sustained financial support.
5. Collaborate with stakeholders locally and nationally to define short term and long-term objectives.
6. Contribute, as required, to Communicate Study research outputs.
7. Work in collaboration with the Communicate Study Project Coordinator to ensure efficient allocation of resources to achieve project goals and sustainability.
8. Explore opportunities to employ First Nations staff to collaborate on and support the hub's activities.
9. 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.

SELECTION CRITERIA:

Essential:

1. Tertiary qualification in public health, research, health promotion and/or health care, and/or an equivalent combination experience and training in healthcare.
2. Project Coordination experience including demonstrated ability to project plan, establish priorities, meet and report on key milestones to project stakeholders.
3. Demonstrated experience in undertaking stakeholder engagement (identifying stakeholders, building

and maintaining relationship).

4. Demonstrate an understanding of intercultural communication in healthcare, social and cultural determinants of health and cultural safety.
5. Good written communication skills including proven ability in writing reports and applications for grants/ funding sources.
6. Good verbal communication and interpersonal skills to communicate, consult and collaborate with First Nations peoples, people from diverse cultures and a variety of internal and external stakeholders.

Desirable:

1. Ability to work collaboratively in a research team.
2. Ability to work sensitively and maintain confidentiality.
3. Experience in conducting research in a remote community setting.

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.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

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 Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources

DATE: 09/04/2024

| <u>PAT 7</u> | | |
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| PACKAGE COMPONENT | Minimum Value PAT 7/1 (\$) | Maximum Value PAT 7/4 (\$) |
| Gross Salary (position advertised as Professional Administrative and Technical Staff Level 7) | 96,260 | 104,463 |
| Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary) | 13,476 | 14,625 |
| Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.) | 9,546 | 9,469 |
| Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)) | 1,676 | 1,676 |
| Total Salary Package | 120,959 | 130,232 |