

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Project Officer
<b>POSITION NUMBER:</b>	3518
<b>DIVISION / SECTION:</b>	Wellbeing and Preventable Chronic Diseases (WPCD)
<b>SUPERVISOR:</b>	Project Manager 5294
<b>CLASSIFICATION LEVEL:</b>	PAT 5 - 6
<b>SALARY RANGE:</b>	\$79,299 - \$94,618 per annum
<b>STATUS (FTE):</b>	1.0
<b>LOCATION:</b>	Alice Springs
<b>DIRECT REPORTS:</b>	0
<b>INDIRECT REPORTS:</b>	0
<b>SPECIAL PROVISIONS:</b>	<ul style="list-style-type: none"> <li>- Willingness to travel to remote communities (by light aircraft or 4WD) The frequency and timings of each travel period to be agreed.</li> <li>- Willingness to 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 B of the NT Health Policy.</li> <li>- Ability to obtain and maintain a current Working with Children Check (OCHRE card) and National Police Clearance.</li> <li>- Ability to obtain and maintain a current NT driver's licence.</li> </ul>

### 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:

This area of research work is being established at Menzies School of Health Research, incorporating Menzies' established Remote and Rural Health Services Research team based in Alice Springs. A key

aim of the Centre is to improve local services and policy through genuine partnerships with key stakeholders across sectors including health, environment, education, housing, and justice. Key activities include co-design of health systems research and evaluation projects on issues that are prioritised by stakeholders, and proactive engagement with policymaking processes at local, jurisdictional and national levels to improve knowledge translation and strengthen policy implementation. Within Menzies, the Centre will provide a platform to grow and coordinate health systems research and evaluation with an emphasis on remote and rural health and social, cultural and environmental determinants of health.

The Project Officer will contribute to the team's community-based, co-design work that aims to improve health systems including health workforce, primary health care strengthening and adaptation to climate change. The role is responsible for essential aspects of project planning, reporting and support across multiple projects, including a range of climate change, aeromedical retrieval, digital health and workforce retention projects. The role will also involve engagement with individuals, communities and groups to convene planning events, including several remote primary health care services in the NT. With the support of the research team, the role will facilitate the effective development and delivery of several programs that strengthen local services through partnerships.

Day to day activities may include support with budgeting, engaging with stakeholders, activity coordination, project reporting, and feeding back project findings to partners and communities. The role will assist in the ongoing review of practices, procedures and participate in data collection and analysis.

#### **PRIMARY RESPONSIBILITIES:**

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

1. Support the coordination and facilitation of activities for multiple remote and rural health projects, by communicating effectively with key stakeholders, including the Centre's research teams, project partners, community services and at remote study sites with members of the research team.
2. Support the team with financial tasks including purchase orders and credit card acquittals.
3. Assist with developing written resources and progressing relevant contracts and agreements to support project activities, in collaboration with the Centre's research teams.
4. Have input into, and assist with, coordination of resource development and communication activities, in collaboration with the research team.
5. Actively participate in training relevant to the position, and in research team meetings as required.
6. Provide administrative and secretariat support including arranging travel and catering, producing meeting documents, monitoring expenditure, and managing correspondence with attendees.
7. 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.
8. Ensure that work is conducted in accordance with ethical, cultural and confidentiality requirements (including Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research), and in line with Menzies Study Protocol and Standard Operating Procedures.
9. Carry out any other tasks as reasonably required by the supervisor and leadership team.

#### **Additional responsibilities for appointment at PAT 6:**

10. Support data management and detailed reporting to funding bodies in collaboration the Centre leadership team and with reference to ethical, cultural, and confidentiality requirements.

11. Prepare planning documents and budgets, and deliver other financial management tasks against project milestones, to support project delivery and the development of funding proposals.
12. Play a role in leading stakeholder and community engagement (identifying stakeholders, arranging meetings, building relationships, and ensuring stakeholders are kept informed).
13. Provide recommendations to innovate and improve systems, processes, and activities.

## **SELECTION CRITERIA:**

### **Essential:**

1. Completion of a relevant qualification (advanced diploma, diploma or certificate) and work experience.
2. Understanding of, or an ability to acquire understanding of research processes and the ethical considerations for conducting research with human participants.
3. Experience conducting administrative and secretariat duties such as organising meetings, workshops, booking travel, catering, basic financial tasks and supporting contracting processes.
4. Demonstrated experience of working with purchase orders and credit card acquittals or willingness and capacity to learn.
5. Strong understanding of ethics, including confidentiality, privacy and anonymity and how to maintain while working in the health/community services and/or research setting and willingness to learn and adhere to relevant guidelines (Good Clinical Practice Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research).
6. Sound communication skills, both written and verbally, that enable sensitive and effective communication with a wide range of people including internal and external stakeholders and people from diverse cultures.
7. Ability to work under routine supervision as part of a multidisciplinary team, strong organisational and time management skills, and contribute to timely achievement of project activity and other deadlines whilst maintaining confidentiality.
8. High level computer literacy skills to ensure collection and recording of information meets professional standards, including, use of the Microsoft Office suite.
9. Strong organisational and time management skills, and ability to contribute to timely achievement of project activity and other deadlines.
10. Ability to adapt to changing environments and tasks.

### **Additional criteria for appointment at PAT 6:**

11. Completion of a relevant degree, with subsequent relevant experience; or an equivalent combination of relevant experience and education/training.
12. Demonstrated experience with budgeting and other financial management tasks.
13. Demonstrated initiative and ability to work flexibly and independently with minimal supervision, and experience in adapting processes or techniques as required to achieve objectives without impacting on other areas.

**Desirable:**

1. Previous work experience in the health or social services sector.
2. Experience working in research setting and demonstrated experience in undertaking project planning, contributing to ethics management, fieldwork, data collection and reporting.

**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:** 14 March 2024

<b>PAT 5/6</b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value PAT 5/1 (\$)</b>	<b>Maximum Value PAT 6/4 (\$)</b>
<b>Gross Salary</b> (position advertised across Professional Administrative and Technical Staff Level's 5 & 6)	79,299	94,618
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pretax salary)	11,102	13,247
<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	9,546
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,596	1,676
<b>Total Salary Package</b>	<b>101,543</b>	<b>119,087</b>