POSITION DESCRIPTION

POSITION TITLE:	Research Assistant
POSITION NUMBER:	3992
DIVISION / SECTION:	Wellbeing and Chronic Diseases Division / Renal
SUPERVISOR:	Senior Research Fellow & Program Manager - 5566
CLASSIFICATION LEVEL:	Academic Level A
SALARY RANGE:	$77,121 – $92,019 per annum pro rata
STATUS (FTE):	0.4
LOCATION:	Darwin
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	NIL

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 position will provide operational and research support to the technical team developing functionality for the Territory Kidney Care platform (TKC). The position will support activities to optimise the platform through incremental development, with a focus on usability. As such, the position responsibilities are broad in scope and the incumbent will need to work effectively with programmers, clinicians, researchers and contract technical team.

PRIMARY RESPONSIBILITIES:

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

1. Research the use of various machine-learning approaches to clinical decision support including generative AI and Small Language Models (SLM) and compile information in a readily digestible format for the development and clinical team.

2. Analyse information and make recommendations on appropriate approaches suitable for the NT context considering health informatics concepts such as HL7 FHIR, SMART.
3. Develop testing and validation plans for approval and coordinate the availability of testers and implementation of testing plans.
4. Where appropriate and under the direction of the lead developer, assist with validation and testing of algorithms.
5. Coordinate the adhoc stakeholder and clinical reference group meetings including setting dates and venues and preparing papers for circulation.
6. Provide secretariat support for technical meetings including preparing agenda items, taking minutes and following up on action items.
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. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

SELECTION CRITERIA:

Essential:

1. A postgraduate qualification in health or public health with a record of relevant experience, or an equivalent combination of tertiary qualification and relevant research.
2. An understanding of Application Programming Interfaces and clinical decision support applications in health.
3. An understanding of Artificial Intelligence and the clinical and safety concerns of using it in a clinical setting.
4. Ability to build strong productive relationships within an organisation and collaborative external partnerships. Well-developed capacity to consult, collaborate and negotiate effectively with people from diverse cultures and a wide range of stakeholders and including the ability to engage with clinicians on the use of technology within the health context.
5. Demonstrated understanding of a wide range of research, analytical and evaluation skills, approaches and methodologies, and an aptitude to apply these to public health research and evaluation contexts in accordance with Good Clinical Practice (GCP) Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research.
6. Excellent computer skills including demonstrated experience using Microsoft Office software, online literature, reference databases and an ability to efficiently scan library databases and grey literature sources relevant to the healthcare sector.
7. Demonstrated ability to work independently and within a team, combined with excellent organisational and time management skills.
8. Demonstrated excellent written and verbal communication skills with the ability to contribute to academic peer-reviewed papers, manuscripts, study protocols and project reports.
9. Demonstrate an ability to maintain confidentiality of data, personal and sensitive information, exercise diplomacy and discretion when dealing with sensitive and confidential issues and experience in problem solving and conflict resolution.

Desirable:

1. Previous experience of working within a healthcare 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: 02 September 2024

Research Assistant - RA1 to RA5		
PACKAGE COMPONENT	**Minimum Value RA1 ($)**	**Maximum Value RA5 ($)**
Gross Salary (position advertised as Academic Level A, RA1 - RA8)	77,121	92,019
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	10,797	12,883
Salary Packaging Grossed Up (Based on utilising the full $15,900 salary packaging component plus the $2,650 Meal Entertainment Card.)	8,469	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)	1,552	1,676
Total Salary Package	**97,939**	**115,046**