

POSITION DESCRIPTION

POSITION TITLE:	Project Coordinator
POSITION NUMBER:	5613
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases (WPCD)
SUPERVISOR:	Senior Research Officer – 4431
CLASSIFICATION LEVEL:	PAT 7
SALARY RANGE:	\$96,260 - \$104,463 per annum, pro rata
STATUS (FTE):	0.8 - 1.0
LOCATION:	Cairns, QLD
DIRECT REPORTS:	1- 2
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none"> - Travel to study sites by road for up to three (3) days per trip, on a fortnightly basis. Timings and frequency to be agreed. - Willingness to comply with QLD Health and provide proof of compliance (e.g., vaccine certificates or serology reports) including Hepatitis B vaccinations as per Appendix 6 of the Vaccination of Healthcare Workers Guideline. - Ability to obtain and maintain a current Working with Children Check (QLD Blue Card) and QLD 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 Diabetes Across the Lifecourse: Northern Australia Partnership commenced in 2011 in the Northern Territory and expanded into Far North Queensland (FNQ) in 2016. Originally focussed on the establishment of a clinical register and research activities to improve the care and outcomes for women (and their babies) who have had a pregnancy complicated by diabetes, our work has now expanded to include a focus on type 2 diabetes in children and Aboriginal and Torres Strait Islander young people. You can find out more about our work and impact at www.diabeteslifecourse.org.au.

This leadership role will lead community consultation and engagement with relevant health services, support the engagement and recruitment of project participants within the region, plan and deliver codesign sessions, and support the implementation of strategies from these sessions according to the project aims. The successful applicant will be required to support engagement and research activities in the diabetes in pregnancy and youth diabetes space in Far North Queensland.

The successful candidate will have a passion for engaging with and mobilising stakeholders, strong project management skills, experience in a health and/or research setting. Strong problem-solving skills, resourcefulness and self-direction are essential for this role.

PRIMARY RESPONSIBILITIES:

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

1. Lead and support the recruitment of study participants in regional and remote locations.
2. Communicate and coordinate effectively with study participants, research team, and other stakeholders (such as community councils, health professionals and health centres) in line with relevant standards and guidelines, assist with undertaking study procedures. This includes facilitating data collection, obtaining informed consent, data entry and storage as well as ethics reporting.
3. Supervise and support team members in Far North Queensland and work collaboratively within the wider team.
4. Conduct day-to-day administrative management including writing and submission of human research ethics applications and other required research governance processes.
5. Ensure effective communication and maintenance of positive working relationships between researchers, study participants (women with diabetes, community members, and health professionals) at study sites, and other members of the team.
6. Ensure the project 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.
7. Adhere to Menzies and other relevant policies and procedures relating to appropriate storage of participant data, confidentiality, privacy of information and cultural safety.
8. 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.
9. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Tertiary qualifications and extensive experience in a relevant field (e.g. public health); or an equivalent combination of relevant experience and/or education and training.
2. Experience working in complex multidisciplinary health research projects.
3. Willingness and ability to critically reflect on your own work practices with reference to culturally safe ways.
4. Demonstrated project management/coordination experience including the capacity to prioritise tasks, time management skills and a demonstrated ability to meet deadlines.

5. Experience in or understanding of the principles of participatory approaches and consumer engagement as well as continuous quality improvement.
6. Demonstrated ability to communicate effectively, both verbally and in writing, to communicate with Aboriginal and Torres Strait Islander people and people from diverse cultures.
7. Experience in recruitment of study participants and data collection, for example: participant recruitment, liaising with community stakeholders, conducting interviews, workshop facilitation, and other data collection activities.
8. Strong understanding of ethics relevant to working with health/community health services and/or research settings, including confidentiality, privacy and anonymity, and a 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).
9. 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.
10. Demonstrated experience in the recruitment, training and supervision of staff.
11. Demonstrated competency using standard computer software applications including Microsoft Office Suite and internet browsers, and capacity to quickly develop competency using specialised software programs.
12. Strong record keeping skills, attention to detail, problem-solving skills, resourcefulness, punctuality and positive attitudes.
13. Demonstrated high level organisational skills, self-motivation, and the ability to prioritise workloads, work under pressure, meet tight deadlines, and achieve results with minimal guidance.

Desirable:

1. Experience working in diabetes, child/maternal health, and/or chronic conditions with Aboriginal and/or Torres Strait Islander people and communities in Far North Queensland

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.

APPROVED BY: Menzies Human Resources

DATE: 18 September 2024

<u>PAT 7</u>		
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 \$2,650 Meal Entertainment Card.)	8,469	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,676	1,676
Total Salary Package	119,881	129,232