

POSITION DESCRIPTION

POSITION TITLE:	Project Assistant
POSITION NUMBER:	5635
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases
SUPERVISOR:	Project Coordinator 4537
CLASSIFICATION LEVEL:	PAT 4 - 5
SALARY RANGE:	\$71,645 – \$77,114 per annum pro rata (PAT 4) \$79,299 - \$85,865 per annum pro rata (PAT 5)
STATUS (FTE):	0.5
LOCATION:	Katherine, NT
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none"> - 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 and maintain a current Working with Children Check (OCHRE card) and 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 'Diabetes Across the Lifecourse: Northern Australia Partnership' is a collaboration between health service providers, policy makers, researchers, and communities across Northern Australia based at Menzies School of Health Research. Established in 2011, the Partnership has grown to include more than 40 staff and students working across the Northern Territory (NT), the Kimberley region of Western Australia and Far North Queensland. Our main office is in Darwin. We are an innovative and diverse team

with a mixture of skill sets and professional backgrounds. You can find out more about our work and impact at www.diabeteslifecourse.org.au.

This position is Katherine based and will support the Youth Type 2 Diabetes projects in the Big Rivers region of the Northern Territory. In partnership with communities and primary care services, this administrative role will contribute to the team's community-based, co-design work that aims to implement a strengths-based approach to support and improve health and social and emotional wellbeing of young people with type 2 diabetes.

This will involve working closely with relevant stakeholder groups, including local health services. The position holder will work with the project team in high level secretarial support of travel and meeting logistics, project activities coordination, data collection and management, submissions preparation and reports for health service partners and boards as required. They will assist with administrative tasks including training and community engagement activities, ensuring that trips accommodate for cultural activities and community priorities.

PRIMARY RESPONSIBILITIES:

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

1. Work closely with key stakeholders, including project health service partners, in delivery of Youth Type 2 Diabetes projects.
2. Support the project teams to engage and consult with services, deliver training, and conduct research and evaluation which is respectful of Aboriginal and Torres Strait Islander culture.
3. Ensure the project is conducted in accordance with ethical, cultural and confidentiality requirements (including Good Clinical Practice (GCP) Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research), and in line with Menzies policies and procedures.
4. Coordinate and communicate effectively with project participants, health services, youth project officers, site and program leaders, senior cultural advisors, and other project staff.
5. Support the research team in the preparation and implementation of knowledge translation and dissemination strategies associated with research outputs.
6. Have input into, and assist with coordination of resource development activities, in collaboration with the research team.
7. Contribute to the development of reports for the study's stakeholders and funders, as required.
8. Provide high level secretarial support to project team with minimal supervision, coordinating meeting and travel logistics, staff and projects administration as required.
9. Demonstrate an 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.

Additional responsibilities for appointment at PAT 5:

1. Take a leading role in the preparation and implementation of knowledge translation and dissemination strategies associated with research outputs.
2. Contribute to the development, delivery and evaluation of training, co-design and promotion activities.

SELECTION CRITERIA:

Essential:

1. Completion of a Diploma, with relevant work experience; or a combination of education/ training and relevant experience.
2. Demonstrated experience working in a culturally sensitive and accountable manner that is supportive and collaborative of Aboriginal individuals, families and communities for the betterment of Aboriginal health and wellbeing.
3. Have a 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).
4. Ability to communicate effectively in writing, including an ability to prepare correspondence in accordance with required formats, and an ability and commitment to maintain confidentiality and discern sensitive issues.
5. Demonstrated experience in an administration and/or project role with sound organisational skills including the ability to prioritise and complete set tasks.
6. Demonstrated capacity to work independently without direct supervision and maintain good organisational and time management skills to undertake a range of project management, reporting and liaison activities of this position.
7. High level computer literacy skills to ensure collection and recording of information meets professional standards, including, use of the Microsoft Office suite and basic understanding of smartphone and tablet use.
8. Show initiative, sound judgment, attention to detail.
9. Demonstrated ability to work with others collaboratively in a team environment and interact effectively with people from diverse cultures.
10. Proven ability to build strong productive relationship with a range of stakeholders and research partners including government agencies, research institutions, non-government organisations, health services, and Aboriginal and Torres Strait Islander communities.

Additional responsibilities for appointment at PAT 5:

1. Completion of a tertiary qualification without relevant work experience; or other formal qualification with post certificate relevant work experience.
2. Experience assisting with events coordination along with planning and implementation of programs and initiatives within strategies.
3. Demonstrated ability to design, deliver and evaluate training within a team environment to service providers from a wide range of professional backgrounds.

Desirable:

1. An understanding of diabetes, and/or other chronic conditions, especially among Aboriginal and/or Torres Strait Islander people and communities in Northern Australia

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:

As a recognised national leader in Aboriginal and Torres Strait Islander health research, education and research training, 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 First Nations voices in all aspects of our work, and we strongly encourage Aboriginal and/or Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources

DATE: 23 October 2024

PAT 4/5		
PACKAGE COMPONENT	Minimum Value PAT 4/1 (\$)	Maximum Value PAT 5/4 (\$)
Gross Salary (position advertised across Professional Administrative and Technical Staff Levels 4 & 5)	71,645	85,865
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	10,030	12,021
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))	1,442	1,676
Total Salary Package	91,586	108,031