

POSITION DESCRIPTION

POSITION TITLE:	Research Assistant / Research Fellow
POSITION NUMBER:	4901
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases / CRESTRA
SUPERVISOR:	CRESTRA Research Manager – 4131
CLASSIFICATION LEVEL:	Academic Level A or Level B
SALARY RANGE:	Academic Level A: \$77,121 - \$101,537 Academic Level B: \$117,412 - \$124,742
STATUS (FTE):	1.0
LOCATION:	Alice Springs (Mparntwe)
DIRECT REPORTS:	Up to 4
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none"> - Travel to remote communities (by light aircraft or 4WD) for up to five (5) days per trip, six (6) to eight (8) times per year. Timings to be agreed. - 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 Drivers 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:

This is an exciting opportunity for a Research Assistant or Research Fellow to join a dynamic multi-institutional team working to bring about improvements in Aboriginal health in remote Australia. The

Research Assistant or Research Fellow will join one of Australia's leading remote health services research teams at the Remote Health Systems and Climate Change Centre in Mparntwe (Alice Springs). The main project the successful applicant will work on is the NHMRC funded **C**entre of **R**esearch **E**xcellence for **S**trengthening Health Systems in **R**emote **A**ustralia (CRESTRA). CRESTRA seeks to generate and translate evidence to ensure a stable and competent remote health workforce, improve equity of funding and better integrate and coordinate services. The successful applicant will be engaging with remote Aboriginal Community Controlled Health Services and other key remote health stakeholders to codesign, implement and evaluate remote health workforce retention strategies. They will also contribute to cutting edge research that addresses funding inequities and their consequences. The successful applicant will thereby contribute to improving the delivery and funding of comprehensive primary health care and improving health outcomes for populations living in remote Australia.

PRIMARY RESPONSIBILITIES:

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

1. Conduct high quality research as a member of a multi-institutional research team using a range of methodologies including implementation and translation science methods and data collection, cleaning, analysis and interpretation of qualitative and quantitative datasets.
2. Assist with writing of project reports, conference and seminar papers and manuscripts to be published as research papers in high quality peer reviewed journals.
3. Identify and synthesise existing relevant literature.
4. Develop ethics applications, ethics reports and ethics amendments, as required.
5. Engage with remote health services, communities, government and other research stakeholders through project development, implementation and translation.
6. Contribute to the development of new priorities and strategic research directions, including preparing research proposal submissions to external funding bodies.
7. Assist with research project administration, including communication with research members, steering committee members and health services, arrange meetings, field visits and research translation activities, making bookings and travel in compliance with Menzies policies and funding rules.
8. Attendance at, and contribution to, team, project and other meetings related to the research or to the academic role.
9. Involvement in professional activities including conferences, workshops and seminars translating research related to these projects.
10. 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.
11. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

Additional responsibilities for appointment at Academic Level B (Research Fellow):

1. Supervise or co-supervise and guide more junior research staff and students.
2. Identify potential future opportunities for collaboration and funding considering existing and emerging priorities and strategic research directions and prepare high-quality proposals and applications.
3. Lead effective and efficient administration and project management of multiple local and national research and evaluation projects and networks, including policy adherence, and reporting to funding bodies, human research ethics committees and stakeholders.
4. Establish and maintain effective and respectful research partnerships with key stakeholders, including NT Health and Aboriginal and Torres Strait Islander communities, services, and organisations.
5. Lead the preparation of high-quality academic papers and reports, suitable for peer-review and publication in top tier journals.

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. Demonstrated ability to work independently and within a team, combined with excellent organisational and time management skills.
3. Demonstrated excellent written and verbal communication skills with the ability to contribute to academic peer-reviewed papers, manuscripts, study protocols and project reports.
4. Proven ability to make significant and original high-quality contributions to research through activities such as quality publications and external grant acquisition that expand knowledge and practice in the discipline.
5. Demonstrate an 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.
6. Demonstrated ability to communicate effectively with a broad range of audiences, including Aboriginal and Torres Strait Islander communities, health practitioners and policymakers.
6. Demonstrated understanding of ethical considerations of research and a high level of discretion in handling sensitive and confidential information and material.
7. Excellent computer skills including demonstrated experience using Microsoft Office software, online literature and reference databases and data analysis software.
8. The ability and willingness to occasionally undertake travel for up to five days at a time to rural and remote health services, both within Northern Territory and interstate.
9. The ability to interact effectively with people from diverse cultures.

Additional selection criteria for appointment at Academic Level B (Research Fellow):

1. Completion of a PhD or equivalent qualification and a record of scholarly or professional achievement.
2. Demonstrated capacity to develop, manage and lead research projects including experience in team management, staff supervision or management expertise.
3. Demonstrated leadership and initiative within a research and evaluation context, with ability to set priorities, coordinate tasks and meet deadlines.
4. Exemplary written and verbal communication skills with a proven track record in writing high quality peer-reviewed papers; and experience presenting at local, national or international conferences.

Desirable:

1. Proven ability to attract research funding.
2. Previous experience working in an Aboriginal and Torres Strait Islander health or health research 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: 14 November 2024

Research Assistant - RA1 to RA8		
PACKAGE COMPONENT	Minimum Value RA1 (\$)	Maximum Value RA8 (\$)
Gross Salary (position advertised as Academic Level A, RA1 - RA8)	77,121	101,537
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	10,797	14,215
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	125,897

Research Fellow - RF1 to RF3		
PACKAGE COMPONENT	Minimum Value RF 1 (\$)	Maximum Value RF 3 (\$)
Gross Salary (position advertised as Academic Level B, RF1 - RF3)	117,412	124,742
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	16,438	17,464
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	143,994	152,350