

POSITION DESCRIPTION

POSITION TITLE:	Assistant Biostatistician
POSITION NUMBER:	4983
DIVISION / SECTION:	Wellbeing and Preventable Chronic Disease
SUPERVISOR:	Senior Biostatistician, Renal Health Program 5321
CLASSIFICATION LEVEL:	Academic Level A
SALARY RANGE:	\$79,589 - \$104,787 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:

Menzies's Division of Wellbeing and Preventable Chronic Diseases (WPCD) leads major research programs that aim to improve and strengthen the health and wellbeing of individuals, families and Communities. The Renal Health Program within the Wellbeing and Preventable Chronic Disease Division has a strong focus on evidence translation, identifying new and innovative strategies to improve service delivery and program evaluation to inform policy. It works in partnership with government and non-government health services locally and at the national level to identify, develop and support innovative strategies to facilitate improved management of chronic and kidney disease, improve the patient journey and strengthen health systems.

The program aims to develop expertise and provide leadership in digital health, clinical research, consumer engagement, learning and growth of the clinical workforce and promotion of knowledge translation. To that end, the program works in close collaboration with other program areas in Menzies to facilitate cross fertilisation of ideas and create synergies across Divisions. The Assistant Biostatistician will work in close collaboration with the Renal multidisciplinary team and will assist in the analysis of

administrative and clinical health data. The incumbent will need to be proficient with Stata and R analytical programs. They will be required to provide clear explanations of the analysis methods used, and clear annotated files. They will contribute to designing analysis plans for publications and further grant applications. The incumbent may also assist PhD students, post docs and other researchers working to combine and analyse data across studies and be involved in data linkage projects.

PRIMARY RESPONSIBILITIES:

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

1. Assist in the design and review analysis plans with team members, researchers and Principal Investigators.
2. Contribute to analysis of research data according to appropriate statistical methods using R or Stata.
3. Provide clear documentation and communicate effectively the data management, statistical methods, rationale and results of all analysis with the multidisciplinary team and stakeholders.
4. Assist with data release requests and data linkage with external agencies (Government administrative data).
5. Conduct research 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. Provide statistical support to PhD students/post docs and Renal Health researchers as required.
7. Contribute to the development and design of new research initiatives, preparation of research papers, publication and grant applications in regard to analysis, presentation and interpretation of data both in an advisory role and as author where appropriate.
8. Contribute to the development of new priorities and strategic research directions, including preparing research proposal submissions to external funding bodies.
9. Attendance at, and contribution to, team, project and other meetings related to the research or to the academic role.
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.

SELECTION CRITERIA:

Essential:

1. A postgraduate qualification in (Bio)statistics or closely related discipline with a record of relevant experience, or an equivalent combination of tertiary qualification and relevant research.
2. Demonstrated experience in using a wide range of statistical methods used in health research.
3. Demonstrated strong conceptual, analytical skills, problem solving and strong work ethic with capacity to work independently without direct supervision under broad direction and as part of a multidisciplinary team.
4. Demonstrated proficiency with Microsoft Office products and with using R and Stata.
5. Ability to provide sound statistical advice in study design, analysis and reporting of research.
6. Demonstrated highly developed writing skills, which has resulted in publications, conference papers, high level reports, grant applications or professional or technical contributions which give evidence of research ability.
7. Strong understanding of research ethics, including confidentiality, privacy and anonymity and how to maintain throughout the research and analysis process.

8. Sound interpersonal communication and collaboration skills with the capacity to provide consultation services, advice and guidance to stakeholders as well as the ability to interact effectively with people from diverse cultures.
9. Demonstrated organisational and time management skills with the ability to prioritise while maintaining a high level of attention to detail.
10. Demonstrated ability to work independently and within a team, combined with excellent organisational and time management skills.

Desirable:

1. Experience in publication of statistical analyses.
2. Experience in data linkage.
3. Experience in research grant application submissions.

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: 13 January 2025

Research Assistant - RA1 to RA8		
PACKAGE COMPONENT	Minimum Value RA1 (\$)	Maximum Value RA8 (\$)
Gross Salary (position advertised as Academic Level A, RA1 - RA8)	79,589	104,787
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	11,142	14,670
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,543
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,602	1,676
Total Salary Package	100,802	129,676