

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Research Assistant
<b>POSITION NUMBER:</b>	5302
<b>DIVISION / SECTION:</b>	Global and Tropical Health
<b>SUPERVISOR:</b>	Project Manager - 4392
<b>CLASSIFICATION LEVEL:</b>	RA1 – RA8
<b>SALARY RANGE:</b>	\$79,589 to \$104,787 per annum (pro-rata)
<b>STATUS (FTE):</b>	0.8 FTE
<b>LOCATION:</b>	Darwin
<b>DIRECT REPORTS:</b>	0
<b>INDIRECT REPORTS:</b>	0
<b>SPECIAL PROVISIONS:</b>	<ul style="list-style-type: none"> <li>- Willingness to comply with the Worker Immunisation against Specified Vaccine Preventable Diseases NT Health Policy Category B and provide proof of compliance (e.g., vaccine certificates or serology reports).</li> <li>- Willingness to travel to remote communities (by light aircraft or 4WD) for up to six times per year, and up to 5 days per trip.</li> <li>- Ability to obtain and maintain a current Working with Children Check (OCHRE card)</li> </ul>

### 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:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Indigenous Australians, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

The Menzies' Global and Tropical Health (GTH) Division is committed to dealing with key areas of public health concern that impact on the health and wellbeing of people and communities across northern Australia and the Asia-Pacific region. With a focus on translational research, we shape our research program through close collaboration with a diverse range of healthcare providers, policy makers and researchers, to target priority health issues. Our aim is to find meaningful and relevant ways to improve the health of people in our region.

Menzies' Global and Tropical Health Division is committed to tackling key areas of public health concern, including Acute Rheumatic Fever (ARF) and Rheumatic Heart Disease (RHD), that impact on the health and wellbeing of people and communities across Northern Australia. The RHD team is leading several capacity-building, training and research projects, focused on improving access to early echocardiographic diagnosis of RHD.

The Research Assistant will support research generally, with specific responsibility for two research projects:

- "I Heart MRI: Quantifying myocardial inflammation in ARF and RHD", a project that will determine the ability of cardiac magnetic resonance imaging (MRI) to help diagnose ARF and predict who is at highest risk of developing RHD in the future.
- "TREAT SC," a randomised, double-blinded, placebo-controlled clinical trial of early, short course oral dexamethasone for the treatment of Sydenham's chorea in children. The trial is aiming to recruit 80 children over 4 years in 21 hospitals across Australia and New Zealand

The Research Assistant will work closely with healthcare workers at Royal Darwin Hospital and engage with community stakeholders across Australia. The primary responsibilities include consultation and liaison of research activities, supporting an Indigenous reference group, data collection, and participant recruitment. Additionally, the Research Assistant will be involved in feedback activities and dissemination phases of the project under the direction of the Chief Investigators and Project Manager and contribute to other teams and projects as required. This position is based in Darwin.

### **PRIMARY RESPONSIBILITIES:**

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

1. Help facilitate engagement with stakeholders including an Indigenous Reference Group, maintaining regular communication with stakeholders, including staff at NT hospitals.
2. Work with the research nurse and/or doctor to support procedures relevant to the research projects including: explanation of the project in lay terms to potential participants; obtaining informed consent; assessment of potential participants for eligibility for the project; review of medical records; completion of questionnaires, data collection and entry; monitoring of adverse events and ongoing participant examinations and assessments as required.
3. Provide project management support including making travel bookings, assistance in the preparation of annual reports, ethics applications, expenditure reports and project promotional material
4. Work with the research team to ensure study procedures are carried out according to the Guidelines for Good Clinical Practice (GCP), ethics approvals, cultural guidelines, Menzies policies and procedures and the Australian Code for the Responsible Conduct of Research.
5. Follow up outstanding participant information as required.
6. Support other RHD projects if required
7. Involvement in professional activities including conferences, workshops and seminars translating research related to these projects as well as professional development and training courses.

8. An understanding of the issues relating to working in Indigenous communities and the ability to work in a respectful and culturally safe manner.
9. 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.

### **SPECIAL CONSIDERATIONS:**

This position will only be open to Aboriginal and Torres Strait Islander applicants. The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 and section 57 of the Anti-Discrimination Act 1992 (NT).

### **SELECTION CRITERIA:**

#### **Essential:**

1. Tertiary qualification in nursing or health sciences and/or combination of an equivalent of relevant experience /training and/or clinical experience.
2. Demonstrated commitment to improving Indigenous health and a keen interest in developing research skills related to this.
3. Demonstrated high-level organisational skills, including: well-developed record-keeping abilities, proven experience in meeting project objectives and deadlines and ability to work independently.
4. Excellent verbal and written communication skills, including demonstrated interpersonal skills and a proactive attitude to relationship building with people from diverse cultures and a wide range of stakeholders.
5. An understanding of the issues relating to working with Aboriginal and Torres Strait Islander families in the hospital setting and the ability to work in a respectful and culturally safe manner.
6. Demonstrated Good Clinical Practice (GCP) skills or a willingness to undertake formal GCP training within 1 month of commencement of position, if required.
7. Demonstrated initiative and ability to work independently and as part of a team.
8. Experience conducting administrative duties such as organising meetings, booking travel and ability to work competently with Microsoft Office programs such as Outlook, Word, and Excel.

#### **Desirable:**

1. Research project experience including involvement in data collection and management of research studies in a cross-cultural setting.
2. Experience in developing training materials including the ability to adapt existing materials, to support specific program requirements.
3. Experience working in a hospital environment.
4. Knowledge of Acute Rheumatic Fever and/or Rheumatic Heart Disease

### **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 such good hygiene practices, mask wearing, physical distancing and any other reasonable direction.

**APPROVED BY:** Menzies Human Resources

**DATE:** 23 January 2025

<b>Research Assistant – RA1 to RA8</b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value (\$) RA1</b>	<b>Maximum Value (\$) RA8</b>
<b>Gross Salary</b> (position advertised as Academic Level A, RA1 – RA8)	79,589	104,787
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	11,142	14,670
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card)	8,469	8,543
<b>Leave Loading</b> (payable on the last pay before Christmas – first year will be a pro rata payment)	1,602	7,724
<b>TOTAL SALARY PACKAGE</b>	<b>100,802</b>	<b>129,724</b>