

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Team Leader - Ear Health Research Study
<b>POSITION NUMBER:</b>	5681
<b>DIVISION / SECTION:</b>	Child and Maternal Health Division / Deadly Ears in Deadly Hands Trial
<b>SUPERVISOR:</b>	Senior Research Officer – Position No. 5035
<b>CLASSIFICATION LEVEL:</b>	PAT 7 (RN 2)
<b>SALARY RANGE:</b>	\$99,341 - \$107,806 per annum
<b>STATUS (FTE):</b>	1.0 FTE
<b>LOCATION:</b>	Darwin
<b>DIRECT REPORTS:</b>	2-3
<b>INDIRECT REPORTS:</b>	0
<b>POSITION REQUIREMENTS:</b>	<ol style="list-style-type: none"> <li>1. 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 &amp; B vaccinations as per Category A of the NT Health Policy.</li> <li>2. Ability to obtain and maintain a current Working with Children Check (OCHRE card) and National Police Clearance and hold current NT Drivers' License.</li> </ol>

### 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 focus of this role is to provide team leadership and support to First Nations staff working within the Deadly Ears in Deadly Hands research team. The role will also provide clinical leadership and support in ensuring the provision of high quality, respectful, culturally sensitive clinical assessments, participant recruitment and other research activities. Research activities include obtaining informed consent, in-depth ear examinations, talking to and providing health education to children and their families at Royal Darwin Hospital and arranging follow up visits at home or community health services. This position is based in Darwin.

Note: Menzies provides training and support in research practice to nursing/allied health staff coming into research roles for the first time.

### PRIMARY RESPONSIBILITIES:

1. Lead a team of First Nations staff in the undertaking of a range of research activities, planning and allocating resources, providing day-to-day supervision, coaching, training and support for the staff.
2. Undertake review and development discussions with staff and manage performance feedback as required.
3. Lead and provide training and support to the team in being responsible for clinical assessments and recruitment of Aboriginal and/or Torres Strait Islander child participants in hospital, including medical records review, data collection and entry.

4. Conduct clinical assessments and recommendations and liaise with Royal Darwin Hospital staff and community-based health centres to ensure that the ear health management plans are actioned in collaboration with treating medical teams and that the study complies with Royal Darwin Hospital and other relevant policies, procedures, and guidelines.
5. Undertake contact tracing of study participants, and coordinate and conduct participant follow-up visits at home or rural/remote communities.
6. Performs work within their scope of practice and ensures clinical assessments, data collection and other research activities are carried out according to evidence-based practice, legislative and regulatory requirements and Menzies' policies, procedures and guidelines.
7. Build strong productive relationships with people from diverse cultures and a wide range of stakeholders.
8. Foster a positive workplace culture through exemplary leadership practices and role modelling behaviour.
9. Provide support to other research studies as required.
10. Perform the primary responsibilities of the role in compliance with Good Clinical Practice (GCP) Guidelines (training provided by Menzies).
11. 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.
12. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

#### **SELECTION CRITERIA:**

##### **Essential:**

1. Current registration as a registered nurse with the Nursing and Midwifery Board of Australia and the Australian Health Practitioner Regulation Agency (AHPRA); or current registration as an Aboriginal Health Practitioner with the Aboriginal and Torres Strait Islander Health Practice Board of Australia and the Australian Health Practitioner Regulation Agency (AHPRA).
2. Demonstrated clinical experience working in paediatric or child health in either a hospital or health service, and experience working with First Nations Australian clients and colleagues
3. Demonstrated experience working in health care service delivery, particularly within the Northern Territory and a strong understanding of health issues and culturally appropriate practices affecting First Nations communities.
4. Demonstrated strong leadership skills, team management and supervision expertise.
5. Demonstrated verbal and written communication and interpersonal skills to communicate and contribute effectively as part of a multidisciplinary team.
6. Demonstrated initiative, problem solving and strong work ethic with the capacity to assess and establish priorities, manage competing deadlines and work independently with limited supervision under broad direction.
7. Demonstrated ability to maintain confidentiality of data, personal and sensitive information, exercise diplomacy and discretion when dealing with sensitive and confidential matters.
8. Sound computer literacy skills in Microsoft Office Suite.

#### **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:** 23/01/2025

<b><u>PAT 7</u></b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value PAT 7/1 (\$)</b>	<b>Maximum Value PAT 7/4 (\$)</b>
<b>Gross Salary</b> (position advertised as Professional Administrative and Technical Staff Level 7)	99,341	107,806
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	13,908	15,093
<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	8,469
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment)	1,676	1,676
<b>Total Salary Package</b>	<b>123,393</b>	<b>133,043</b>