

POSITION DESCRIPTION

POSITION TITLE:	Project Officer
DIVISION / SECTION:	Wellbeing and Preventable Chronic Conditions
SUPERVISOR:	Project Manager
CLASSIFICATION LEVEL:	GSL 5 – GSL 6, depending on qualification, skills and experience
SALARY RANGE:	GSL 5 \$72,154 - \$78,129 pro rata GSL 6 \$80,120 - \$86,093 pro rata
STATUS (FTE):	Full time (1.00 FTE)
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none">- Willingness and ability to travel to remote communities (by aircraft or 4WD) for up to 5 days at a time, and up to 14 days on occasion.- Ability to obtain and maintain a current Working with Children Clearance (OCHRE card)- Ability to maintain a current NT driver's license- Willingness to comply with the Top End Health Services Staff Immunisation Policy and provide proof of compliance (e.g. through serology).- Ability to start work early in the morning (7:00AM), some Saturdays and school holidays.

ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Indigenous Australian, 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.

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. A key aim of our Partnership is to investigate and improve the health of women with diabetes in pregnancy and their children. Our research seeks to understand the relationship between diabetes in pregnancy and clinical outcomes, including long term, for mothers and their babies.

The Pregnancy And Neonatal Diabetes Outcomes in Remote Australia (PANDORA) Study is a longitudinal birth cohort study. The PANDORA Wave 2 phase involves following up mothers and children at 5.5 – 10 years of age who were recruited from urban and remote communities across the Northern Territory. It includes assessment of risks for diabetes, heart, and kidney conditions.

The Project Officer will be responsible for undertaking daily research activities like contacting and booking participant appointments, managing equipment stock and purchasing consumables, doing research assessments and conducting surveys with study participants. The Project Officer will work under the supervision of the Project Manager.

PRIMARY RESPONSIBILITIES:

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

1. Undertake daily research activities and participant assessments with the PANDORA wave 2 team, such as: obtaining informed consent, recording of participant information (data collection), performing child and adult clinical assessments, reviewing medical records (including those in electronic format e.g. PCIS, CareSys and Communicare), conducting surveys and assisting processing and storage of pathology specimens.
2. Ensure the research is conducted in accordance with Good Clinical Practice Guidelines, ethics approvals, cultural guidelines, and Menzies policies and procedures.
3. Ensure participant information is recorded accurately into MS Access database and REDCaps electronic systems and identify data issues with the project team/project manager.
4. Assist the research team to provide health promotion and health education information to participants in both the urban and remote settings. This involves assisting in giving presentations/ discussions with study participants, and assisting with the preparation of written information (i.e. brochures).
5. Effective communication with study participants, investigators, and other members of the team. This includes timely and constructive feedback regarding issues associated with participant assessment processes.
6. Assisting in contacting participants and booking participant appointments, stocktake, purchasing consumables required for participant appointments.
7. Identify and undertake training opportunities / requirements as may be required.
8. Undertake processing and storage of pathology specimens (i.e. blood and urine samples) for analysis and transport to laboratories and storage as required.
9. Willingness to undertake phlebotomy (i.e. taking blood) training if required by the team.
10. 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.

Additional responsibilities for GSL6:

1. Undertake phlebotomy (i.e. taking blood) from adults and children
2. Develop and carry out health promotion and health education information sessions for participants, including feedback discussion sessions in both urban and remote settings.
3. Facilitate the development of appropriate processes, education, and resources necessary for project delivery
4. Assist in the preparation and submission of reports, project promotional material, research ethics applications, and their associated reporting obligations.
5. Provide initiative and sound judgment in management of complex issues related to the conduct of the project.

SELECTION CRITERIA:

ESSENTIAL:

1. Tertiary qualification in a related health field; or an Aboriginal Health Practitioner with experience; or a combination of health-related research experience and education with a Certificate, Advanced Certificate or Diploma qualification.
2. Experience working effectively with Aboriginal and Torres Strait Islander women and/or children in a clinical and/or health promotion and/or research setting.
3. Experience or willingness to undertake training in doing health surveys with participants, and/or taking body measurements (e.g. height, weight, waist circumferences).
4. Good computer skills including previous use of Microsoft Outlook, Word, Excel or similar applications, and use of databases or other software (e.g. Access, REDCaps).
5. Previous experience of working effectively with health and/or research institute.
6. Sound communication skills that enable sensitive and effective communication with a wide range of people including internal and external stakeholders and people from diverse cultures.
7. Ability to effectively explain the project (using non-medical terms) to potential participants, including Aboriginal and Torres Strait Islander people, in line with ethics and study requirements.
8. Ability to handle private and confidential research data or personal information of participants.
9. Proven organisational and time management skills, punctuality and strong record keeping abilities.

Additional essential selection criteria for GSL 6:

10. Degree qualification in a related health field with subsequent experience, or extensive experience and specialist expertise or an equivalent combination of relevant experience and/or education/training.
11. Excellent management skills, ability to multitask and prioritise workloads with minimal guidance in a fast-paced environment whilst achieving results and meeting tight deadlines.
12. Demonstrated initiative and capacity to work independently without direct supervision as part of a multidisciplinary team.
13. Ability to communicate effectively both orally and in writing, build strong productive relationships within the organisation and collaborative partnerships with people from diverse cultures and a wide range of stakeholders.
14. High degree of computer literacy including expertise in Microsoft Office suite of applications and a demonstrated ability to quickly acquire skills in new software packages.

DESIRABLE:

1. Experience with the collection and processing of blood and urine samples, including phlebotomy in adults and children.
2. Experience in the delivery of health promotion programs/activities with a focus on diabetes, diabetes in pregnancy and/or other chronic conditions.
3. Experience working in primary or secondary prevention settings.

This Position is designated for a Aboriginal and/or Torres Strait Islander female.

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

Approved by: Menzies Human Resources

Date: 3 June 2021

<u>GSL 5/6</u>		
PACKAGE COMPONENT	Minimum Value GSL 5/1 (\$)	Maximum Value GSL 6/4 (\$)
Gross Salary (position advertised across General Staff Level's 5 & 6)	72,154	86,093
Superannuation (14% superannuation contribution depends on employee contributing 3% of pretax salary)	10,102	12,053
Salary Packaging Grossed Up (Based on utilizing the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	9,765
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,452	1,583
Total Salary Package	93,473	109,494