**POSITION DESCRIPTION**

**POSITION TITLE:** Project Officer, Let’s Start Parent-Child Program

**DIVISION / SECTION:** The Centre for Child Development and Education

**SUPERVISOR:** Project Manager

**CLASSIFICATION LEVEL:** GSL6

**SALARY RANGE:** $67 988 to $73 626

**STATUS (FTE):** 1 FTE (short term, 4 months)

**NO. OF POSITIONS REPORTING DIRECTLY:** 0

**NO. OF POSITIONS REPORTING INDIRECTLY:** 0

**SUMMARY OF POSITION:**

The Indigenous Parenting and Family Research program sits within the Centre for Child Development and Education (CCDE) at Menzies. The projects are multi-disciplinary and involve a range of stakeholders in urban, remote and very remote communities and with government, particularly in health and education.

The Let’s Start Parent-Child program is a therapeutically oriented group work program for children that focus on supporting children’s social-emotional development during the period of transition to school. It works with parents to develop their strengths and capacities in managing children's behaviour by promoting reflection on the children's needs and motives and by engaging with children in collaborative play and learning. It draws on social learning, attachment and systems theories and aims to build models for reflective, evidence-based practice for work with the families and communities.

The Project Officer will support the implementation of the Let's Start Parent-Child Program in two regions: Victoria-Daly Shire and on the Tiwi Islands. Support will include set-up and delivery of the therapeutic intervention, engaging with community stakeholders and families, contribution to the research activities. The Project Officer will have qualifications and experience in a relevant academic discipline and/or relevant programs in social-emotional wellbeing, parenting, and early education. The Project Officer will also have a demonstrated interest in preventive interventions for parents and/or children of preschool to early primary school ages.

This position will be based in Darwin but will require weekly travel to the Victoria-Daly Shire region and the Tiwi Islands.

Aboriginal and/or Torres Strait Islander persons are strongly encouraged to apply.

**PRIMARY RESPONSIBILITIES:**

1. Contribute to the coordination of the Let’s Start Parent and Community Engagement Program including delivery of workshops and the Let’s Start Parent-Child program.
2. Engage with families, parents and children in participating communities in order to implement the program.
3. Maintain relationships with schools, health professionals, community leaders and other services participating in the Let’s Start project.
4. Work as part of a multi-disciplinary team to implement the Let’s Start Parent-Child program.
5. Support the researchers and senior team members to develop the Let’s Start approach trial of research methods and innovative practices.
6. Undertake a range of administrative duties including preparation of site notes, reports, newsletters, program resources and correspondence.
7. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Qualifications and/or extensive experience in a relevant discipline: early childhood education, social work, psychology or other relevant social or behavioural science.
2. Practical experience and knowledge in delivering therapeutic programs relevant to early intervention, child development, mental health or social-emotional wellbeing.
3. Demonstrated knowledge and understanding of Indigenous societies, cultures and an understanding of the issues affecting Indigenous people in contemporary Australian society and the diversity of circumstances of Indigenous people.
4. Demonstrated capacity to work independently, show leadership and initiative, while maintaining strong collaborative team relationships.
5. Demonstrated ability to independently relate existing policy to work assignments or rethink the way a specific body of knowledge is applied in order to solve problems.
6. Ability to maintain a current Working with Children Clearance (Ochre card) as well as a Northern Territory driver’s license.
7. 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.

Desirable:

1. Research experience that may have contributed to or resulted in publications, conference papers, reports or technical contributions.

Approval:

Jacqueline Carroll  
Research Business Manager  
Signature  
Date

Professor Gary Robinson  
Director, CCDE  
Signature  
Date
<table>
<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value</th>
<th>Maximum Value</th>
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<tbody>
<tr>
<td></td>
<td>GSL 6/1 ($)</td>
<td>GSL 6/4 ($)</td>
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<tr>
<td><strong>Gross Salary</strong> (position advertised as General Staff Level 6)</td>
<td>$ 67,998.00</td>
<td>$ 73,626.00</td>
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<tr>
<td><strong>Superannuation</strong> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)</td>
<td>$ 9,519.72</td>
<td>$ 10,307.64</td>
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<td><strong>Salary Packaging Grossed Up</strong> (Based on utilising the full $16,040 salary packaging component plus the $5000 Meal Entertainment Card.)</td>
<td>$ 11,114.50</td>
<td>$ 11,193.89</td>
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<td><strong>Leave Loading</strong> (Payable on the last pay before Christmas (first year will be a pro rata payment))</td>
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<td>$ 1,411.00</td>
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<td><strong>Total Salary Package</strong></td>
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<td>$ 96,538.53</td>
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