POSITION DESCRIPTION

POSITION TITLE: Project Support and Evaluation Officer - Renal
DIVISION / SECTION: Renal Health – Wellbeing and Chronic Disease
SUPERVISOR: Head Renal Health Program
CLASSIFICATION LEVEL: GSL 8 - 9
SALARY RANGE: $84,411 - $104,105
STATUS (FTE): 1.0

SUMMARY OF POSITION:

The renal research program sits within the Wellbeing and Preventable Chronic Diseases Division. The work of the program is focused on facilitating and promoting engagement with local, national and international renal clinicians and researchers to establish a collaborative program in Indigenous renal health that combines clinical practice and public health services to implement evidence-based solutions.

The renal team also provides program analysis and evaluation services, assists with the identification of strategic approaches and develops relevant documentation for government and non-government agencies.

This position will work with the renal team and other Menzies staff to coordinate and manage projects which have a service assessment component. Tasks will include writing proposals, designing project methodologies, developing data collection tools, collecting qualitative data, sourcing quantitative data, collation, analysis and report writing. Experience in monitoring and evaluation, knowledge of evaluation methodologies and strong report writing skills are required. Occasional travel including to remote communities will be necessary.

This position may work alongside other evaluators to develop and advise on the methodological and technical aspects of the evaluation process as well as conduct and report on evaluations of health programs.

PRIMARY RESPONSIBILITIES:

1. Assist the Head Renal Health Program respond to external requests for consultancy services including developing proposals for: the monitoring and evaluation of programs and services; feasibility studies; frameworks and strategic documents.

2. Actively participate in evaluation research projects across Menzies, including providing assistance with writing applications and in planning, designing and implementing projects, analyzing data and evaluation results and draft findings in consultation with evaluation teams.

3. Determine appropriate approaches and develop documentation relevant for each project including evaluation methodology, monitoring strategy and indicators, data collection tools (interviews, surveys, surveillance systems), fact sheets, ethics applications, presentations, progress reports and information packages as necessary.

4. Work collaboratively with stakeholder organisations to provide expert advice and undertake research and evaluation that will assist them to develop evidence based policies and guidelines.
5. Collect and assist with the analysis of evaluation data, work collaboratively with stakeholders to structure findings to achieve the goals of the brief and provide high quality written reports.

6. Adhere to Menzies and other organisations’ policies and procedures relating to data quality assurance including safe storage, confidentiality, privacy of information and cultural safety.

7. Contribute to the dissemination of research, including conference and seminar presentations, reports and academic publications.

8. Carry out any other tasks as reasonably required by the supervisor, manager and/or Director.

**SELECTION CRITERIA:**

**Essential:**

1. Tertiary qualification in a health services or public health related field.

2. Knowledge of and expertise in evaluation tools and methodologies applicable to health, including designing measurement and evaluation frameworks, feasibility and acceptability studies of health interventions and program evaluation.

3. High level experience in and responsibility for the practical implementation of evaluations or evaluative research.

4. Sound interpersonal communication and collaboration skills with the capacity to provide consultation services, advice and guidance to stakeholders.

5. Demonstrated written and verbal communication skills and ability to both lead and support the writing of reports, journal articles, briefs, proposals and conference presentations.

6. Demonstrated ability to work independently under broad direction and to strict deadlines, as part of a multidisciplinary team and in collaboration with others.

7. Sound computer literacy and data presentation skills including proficiency with word and excel and qualitative data analysis programs such as NVIVO.

8. Current NT drivers’ license, and an ability and willingness to fly in small planes and travel to remote communities. Expected travel may be for day trips or overnight up to 4 nights depending upon the project to be completed.

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.

**Desirable:**

1. Demonstrated experience in and understanding of Indigenous health.

2. Demonstrated experience working collaboratively with Indigenous people and communities and negotiating culturally safe approaches to the collection of qualitative data.

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**Approval:**

Gillian Gorham
Head, Renal Health Program

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Signature
Date

David Thomas
Division Head, Preventable & Chronic Diseases

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Signature
Date
# GSL 8/9

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<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value GSL 8/1 ($)</th>
<th>Maximum Value GSL 9/3 ($)</th>
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<tbody>
<tr>
<td>Gross Salary (position advertised across General Staff Level's 8/9)</td>
<td>$84,411.00</td>
<td>$104,105.00</td>
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<tr>
<td>Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)</td>
<td>$11,817.54</td>
<td>$14,574.70</td>
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<td>Salary Packaging Grossed Up (Based on utilising the full $16,040 salary packaging component plus the $5000 Meal Entertainment Card.)</td>
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<td>Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))</td>
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<td>Total Salary Package</td>
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