POSITION DESCRIPTION

POSITION TITLE: Project Officer - NT DIP Partnership
DIVISION / SECTION: Wellbeing and Preventable Chronic Disease Division
SUPERVISOR: Coordinator - PANDORA
CLASSIFICATION LEVEL: GSL 6
SALARY RANGE: $67,998 - $73,626
STATUS (FTE): Full time
NO. OF POSITIONS REPORTING DIRECTLY: 0
NO. OF POSITIONS REPORTING INDIRECTLY: 0

SUMMARY OF POSITION:

The NT Diabetes in Pregnancy Partnership is a collaborative project between health service providers and researchers in the Northern Territory to investigate and improve the health of NT women with diabetes in pregnancy and their babies. Our research seeks to understand the relationship between diabetes in pregnancy and clinical outcomes, including long term, for mothers and their babies.

The Project Officer will be responsible for assisting with daily research activities associated with the PANDORA project. They will require a collegial relationship with the clinical staff working with mothers with diabetes and their babies, throughout the health systems of the Top End, including government and non-government. The Project Officer will be responsible for following up and having direct contact with Aboriginal women who had diabetes in pregnancy and are now part of an enhanced support project.

This position will be based in Darwin. This position has been designated for an Aboriginal and/or Torres Strait Islander Person.

PRIMARY RESPONSIBILITIES:

1. Undertake daily research procedures such as: obtaining informed consent; data collection, clinical neonatal anthropometric assessments, review medical records including electronic; completion of questionnaires; transport of specimens to laboratories and storage as needed.
2. Ensure data is collected and stored appropriately, in accordance with good clinical practice and ethical and cultural guidelines.
3. Undertake a range of activities to maintain contact with Aboriginal participants post partum to deliver educational messages and motivational interviewing.
4. Establish and maintain ongoing therapeutic relationships between participants, clinicians and NT DIP Partnership team members.
5. Regular communication and engagement with other project team members regarding research processes and progress of the project.
6. Engage with Aboriginal women, health care providers and key members in government and non-government clinics.
7. Any other tasks as reasonably required by the supervisor, manager and/or Director.
SELECTION CRITERIA:

Essential:

2. Good communication and negotiation skills, flexibility and resourcefulness.
3. Demonstrated ability to work effectively in a multidisciplinary health/research team.
4. Proven organisational abilities, good time management, punctuality and strong record keeping abilities.
5. Experience and competence in the use of a range of information technologies and applications.
6. Ability to maintain a current Working with Children Clearance (Ochre card) and a Northern Territory manual driver’s license.
7. Good understanding of the health services in the Top End of the NT including diabetes.
8. Knowledge about handling and storage of laboratory specimens.
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. Experience and/or qualifications in research, midwifery, diabetes or related health filed.

Approval:

Marie Kirkwood

Signature

Date

David Thomas

Signature

Date
<table>
<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value GSL 6/1 ($)</th>
<th>Maximum Value GSL 6/4 ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gross Salary</strong> (position advertised as General Staff Level 6)</td>
<td>$ 67,998.00</td>
<td>$ 73,626.00</td>
</tr>
<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>
</tr>
<tr>
<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>
</tr>
<tr>
<td><strong>Leave Loading</strong> (Payable on the last pay before Christmas (first year will be a pro rata payment))</td>
<td>$ 1,368.65</td>
<td>$ 1,411.00</td>
</tr>
<tr>
<td><strong>Total Salary Package</strong></td>
<td>$ 90,000.87</td>
<td>$ 96,538.53</td>
</tr>
</tbody>
</table>