POSITION DESCRIPTION

POSITION TITLE: Indigenous Project Support Officer
DIVISION / SECTION: Education and Research Support Division
Indigenous Capacity Building Unit
SUPERVISOR: Manager, Indigenous Programs
CLASSIFICATION LEVEL: GSL 5
SALARY RANGE: $58,618 - $66,122
STATUS (FTE): Full Time
NO. OF POSITIONS REPORTING DIRECTLY: nil
NO. OF POSITIONS REPORTING INDIRECTLY: nil

SUMMARY OF POSITION:

This position will assist the Manager, Indigenous Programs and Indigenous Project Officer to develop and implement strategies and initiatives within Menzies. The Indigenous Project Support Officer will also administer a range of office functions including events and administrative systems and assist with routine activities in the Indigenous Capacity Building Unit (ICBU).

The role also provides secretariat support to the Reconciliation Action Plan, the Aboriginal and Torres Strait Islander Employment Strategy, the Indigenous Staff Network, the Youth Engagement Strategy and the Youth Inter-Agency working groups. The aim of this position is to improve the effectiveness and efficiency of delivering Indigenous development support, and assist with improving the extent and quality of relationships that Menzies has with Indigenous and non-Indigenous stakeholders.

This position has been designated for an Aboriginal and/or Torres Strait Islander person.

PRIMARY RESPONSIBILITIES:

1. Provide support and assistance in regard to the implementation of programs and initiatives within Menzies strategies.
2. Provide a secretariat function for the Reconciliation Action Plan, the Aboriginal and Torres Strait Islander Employment Strategy, the Indigenous Staff Network, the Youth Engagement Strategy and the Youth Inter-Agency working groups.
3. Secretariat support duties will include:
   • Arrange meetings and teleconferences, organise and distribute agendas and meeting papers, take minutes and facilitate actions by relevant team members.
   • Arrange travel, accommodation and travel allowance where required for ICBU employees and staff from remote communities attending ICBU related workshops/meetings, ensuring travel complies with policies and procedures.
   • Prepare meeting reports and papers in a tight timeframe.
   • Develop and maintain filing systems, and relevant databases including the Community Based Researchers database and network.
4. In partnership with the Communications Unit and the Manager, Indigenous Programs aid in the promotion and implementation of Indigenous and Youth events being undertaken in Menzies.
5. Manage a range of office and administrative activities, including diary maintenance, Calendar events, research support and administration in relation to Indigenous development and other related projects.
6. Organise workshops and other events as required, including catering, venue hire and coordinating logistical details.
7. Perform other related duties as may reasonably be required by the supervisor, Indigenous Capacity Building Manager and Director.
8. Any other tasks as reasonably required by the supervisor, manager and/or Director.

**SELECTION CRITERIA:**

**Essential:**

1. High level experience in a secretariat role with sound organisational skills including the ability to prioritise and complete a number of tasks concurrently within tight timeframes.
2. Demonstrated experience working effectively within a diverse workforce.
3. Experience assisting with events coordination and the implementation of programs and initiatives within strategies.
4. Sound communication and negotiation skills and ability to assist with gathering and assessing information for reporting purposes.
5. Self-motivated and resourceful with proven ability to contribute positively to and work as part of a small team.
6. Excellent computing skills, including strong word processing, spreadsheets, and internet searching skills.
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. Knowledge and understanding of Aboriginal and Torres Strait Islander health or experience in a health research or health service environment as well as trends and issues with Indigenous employment, career development and retention.
2. Knowledge of records management principles and experience with records and document management software.
3. NT Driver’s license.

**Approval:**

Coralie Achterberg Manager
Indigenous Programs

Heather D’Antoine
Associate Director for Aboriginal Programs
## GSL 5

<table>
<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value GSL 5/1 ($)</th>
<th>Maximum Value GSL 5/5 ($)</th>
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<tbody>
<tr>
<td>Gross Salary (position advertised as General Staff Level 5)</td>
<td>$ 58,618.00</td>
<td>$ 66,122.00</td>
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<tr>
<td>Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)</td>
<td>$ 8,206.52</td>
<td>$ 9,257.08</td>
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<td>Salary Packaging Grossed Up (Based on utilising the full $16,040 salary packaging component plus the $5000 Meal Entertainment Card.)</td>
<td>$ 9,281.01</td>
<td>$ 11,193.89</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>
<td>$ 77,285.38</td>
<td>$ 87,903.86</td>
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