POSITION DESCRIPTION

POSITION TITLE: Paediatric Project Officer
NT DIP Partnership Project – Pandora Wave 1 Darwin
DIVISION / SECTION: Wellbeing and Preventable Chronic Diseases
SUPERVISOR: PANDORA Wave 1 Coordinator
CLASSIFICATION LEVEL: GSL 7
SALARY RANGE: $77,533 - $84,567 per annum pro-rata
STATUS (FTE): 0.65 FTE
NO. OF POSITIONS REPORTING DIRECTLY: 0
NO. OF POSITIONS REPORTING INDIRECTLY: 0

SUMMARY OF POSITION:
The NT Diabetes in Pregnancy Partnership Project 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 Pandora Wave 1 project is following up 18-42 month old children and includes assessment of growth and nutrition, cardio-metabolic risk and developmental risk. Cardio-metabolic risks are risks that can contribute to a person’s overall likelihood of developing chronic conditions such as obesity, diabetes type 2 and heart disease. These risks are both modifiable (overweight, high blood glucose, high blood pressure, physical inactivity, smoking) and non-modifiable (age, ethnicity, gender and family history). This position will be responsible for assisting with daily research activities associated with this project and will work under the supervision of the project investigator and coordinator.

This position involves travel to remote and regional areas of the Northern Territory with other staff members. This travel will be for approximately 12 trips in 2016, for a maximum of 1 week per trip.

Aboriginal and/or Torres Strait Islander people are encouraged to apply

PRIMARY RESPONSIBILITIES:

1. To assist with daily research procedures such as:
   - obtaining informed consent
   - data collection
   - clinical child anthropometric assessments, blood pressure measurement, bioimpedance
   - performing developmental screening
   - reviewing medical records including electronic
   - completion of questionnaires
   - collection of specimens for analysis (including paediatric phlebotomy) and transport to laboratories and storage as needed.

2. Regular communication and engagement with other project team members regarding research processes and progress of the project.

3. Collect accurate details of clinical information for study participants, maintain confidentiality
and enter data correctly into the project database.

4. Communicate and coordinate effectively with study participants, chief investigators and partners, clinicians and other project staff.

5. Ensure data are collected and stored appropriately and in accordance with ethical and cultural guidelines.

6. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Tertiary nursing or Aboriginal Health Worker qualification and the ability to maintain registration with the relevant Board of the Health Professions Licensing Authority.


3. Experience in undertaking phlebotomy in children.

4. Highly developed ability to communicate effectively, both orally and in writing, to a range of audiences including multidisciplinary teams and Aboriginal and Torres Strait Islander people.

5. High level computer literacy skills to ensure collection and recording of information meets professional standards, including use of the Microsoft Office suite.

6. Demonstrated knowledge of health issues relating to Aboriginal Australian communities.

7. Demonstrated ability to work effectively in a multidisciplinary health/research team.

8. Knowledge about handling and storage of laboratory specimens.

9. Proven organizational and time management skills, punctuality and strong record keeping abilities.

10. Willingness and ability to travel to remote localities (including current NT driver’s license).

11. 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 and/or paediatric nursing.

2. Good understanding of paediatric health services in the Northern Territory.

Approval:

A/Prof Louise Maple-Brown

Signature ____________________________ Date __________

A/Prof David Thomas

Signature ____________________________ Date __________
<table>
<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value GSL 7/1 ($)</th>
<th>Maximum Value GSL 7/4 ($)</th>
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<tbody>
<tr>
<td><strong>Gross Salary</strong> <em>(position advertised as General Staff Level 7)</em></td>
<td>$ 77,533.00</td>
<td>$ 84,567.00</td>
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<tr>
<td><strong>Superannuation</strong> <em>(14% superannuation contribution depends on employee contributing 3% of pre tax salary)</em></td>
<td>$ 10,854.62</td>
<td>$ 11,839.38</td>
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<td><strong>Salary Packaging Grossed Up</strong> <em>(Based on utilising the full $16,040 salary packaging component plus the $5000 Meal Entertainment Card.)</em></td>
<td>$ 11,114.50</td>
<td>$ 11,432.06</td>
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<td><strong>Leave Loading</strong> <em>(Payable on the last pay before Christmas (first year will be a pro rata payment)</em></td>
<td>$ 1,411.00</td>
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<td><strong>Total Salary Package</strong></td>
<td>$ 100,913.12</td>
<td>$ 109,249.44</td>
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