POSITION DESCRIPTION

POSITION TITLE: Project Manager - Social Media to Enhance Indigenous Tobacco Control
DIVISION / SECTION: Wellbeing & Preventable Chronic Disease
SUPERVISOR: Post-doctoral Researcher - Tobacco Control
CLASSIFICATION LEVEL: GSL 7-8
SALARY RANGE: $77,533 - $98,162
STATUS (FTE): 1 FTE
NO. OF POSITIONS REPORTING DIRECTLY: Up to 30
NO. OF POSITIONS REPORTING INDIRECTLY: 0

SUMMARY OF POSITION:
Smoking is responsible for an estimated 20% of all deaths of Aboriginal and Torres Strait Islander peoples, and one sixth of the health gap between Aboriginal people and other Australians. Menzies School of Health Research has been awarded a National Health & Medical Research Council grant to investigate how social media can be effectively used to enhance the effectiveness of proven tobacco control strategies among Indigenous Australians.

Under the general supervision of the Chief Investigators, this position will be responsible for most day-to-day management of this project, which will be implemented in three sites within the NT (Darwin, Alice Springs and Nhulunbuy). The position will require a good understanding of qualitative research, excellent communication skills and the ability to develop and maintain strong relationships with Aboriginal Community Controlled Health Services. A key focus will be providing training and support for community-based researchers employed at each site to collect data. Experience using qualitative data analysis software and familiarity with social media will be highly regarded.

The position will be based in Darwin, but will require regular travel to Alice Springs and Nhulunbuy (approximately three times per year, 2-3 days for each trip).

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

PRIMARY RESPONSIBILITIES:
1. Coordinate day-to-day management of the project, including arranging project meetings and travel.
2. Manage the project budget.
3. Coordinate the employment, training and supervision of community-based researchers in each project site and provide ongoing support for data collection.
4. Coordinate the data collection process in alignment with the research protocol, including maintaining the research database.
5. Prepare and disseminate project communication materials.
6. Coordinate submissions and reports to all stakeholders, including relevant Human Research Ethics Committees and project collaborators.
7. In collaboration with research team members, assist in early data analysis and preparation of results, submit abstracts for conferences and prepare articles for publication in relevant journals.
8. Any other tasks as reasonably required by the supervisor, manager and/or Director.
SELECTION CRITERIA:

Essential:
1. Experience in managing projects, preferably in a public health/qualitative research context.
2. Demonstrated ability to independently manage many concurrent tasks, with good attention to detail, good organisational/administrative skills and the ability to problem solve.
3. High level oral and written communication and negotiation skills, including the ability to develop and maintain respectful relationships with Aboriginal Community Controlled Health Services, community members and other relevant stakeholders.
4. Demonstrated cross-cultural competence and an understanding of issues which affect Aboriginal and Torres Strait Islander health.
5. Sound computer literacy skills, including proficiency in Microsoft Office and experience in data management.
6. Current NT drivers licence and ability and willingness to travel to project communities.
7. Tertiary or postgraduate qualifications in health or a health-related discipline, or equivalent work experience.
8. 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 or experience of tobacco control and related public health issues.
2. Experience using NVivo or other qualitative data analysis programs and familiarity with different types of social media.
3. Experience in working with Indigenous staff and/or communities, preferably in the Northern Territory, and experience in negotiating culturally safe approaches to collecting qualitative data.
4. A track record of publications in peer reviewed journals, other publications and/or conference presentations.
5. Be a non-smoker, or willing to quit if currently a smoker (quit support is available to Menzies staff).

Approval:

Marita Hefler
Signature Date

David Thomas
Signature Date
<table>
<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value GSL 7/1 ($)</th>
<th>Maximum Value GSL 8/5 ($)</th>
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<tr>
<td><strong>Gross Salary</strong> <em>(position advertised across General Staff Levels 7 and 8)</em></td>
<td>$ 77,533.00</td>
<td>$ 98,162.00</td>
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<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>$ 13,742.68</td>
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<td><strong>Salary Packaging Grossed Up</strong> <em>(Based on utilising the full $15,900 salary packaging component plus the $2,550 Meal Entertainment Card.)</em></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>
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<td><strong>Total Salary Package</strong></td>
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