POSITION DESCRIPTION

POSITION TITLE: Indigenous Project Officer
DIVISION / SECTION: Wellbeing and Preventable Chronic Disease
SUPERVISOR: Senior Research Officer
CLASSIFICATION LEVEL: General Staff Level 4/5
SALARY RANGE: $36.91 - $44.89 per hour
STATUS (FTE): Casual

NO. OF POSITIONS REPORTING DIRECTLY:

NO. OF POSITIONS REPORTING INDIRECTLY:

SUMMARY OF POSITION:

This position sits within the Aboriginal and Islander Mental Health Initiative (AIMhi) program of work. The Indigenous research officer will work across two projects that aim to promote and research the efficacy of e-mental health tools for Aboriginal and Torres Strait Islander people with a particular focus on the Stay Strong app. The first study includes an e-mental health implementation focus which provides training and support for staff working with Aboriginal and Torres Strait Islander people; this is funded by the Commonwealth Department of Health (DoH). The second project is a Randomised Controlled Trial (RCT) to examine the effectiveness of the Stay Strong app to reduce psychological distress amongst people with chronic kidney disease (CKD). The Wellbeing Intervention for Chronic Kidney Disease (WICKD) trial is funded by the National Health and Medical Research Council (NHMRC).

The role of the project officer is to work with the team in consultation and liaison with stakeholders, data collection, and feedback activities. The project officer will foster links with Indigenous communities and organisations and under supervision of Chief Investigators and project managers coordinate meetings with the established consumer reference and expert reference groups and with cultural consultants as needed to achieve project objectives. They are also responsible for coordinating participant recruitment, including use of interpreters and conducting study visits according to the Study Protocol and Menzies Standard Operating Procedures.

This role will be based at the Wellbeing and Preventable Chronic Disease Division of Menzies School of Health Research in Darwin, NT.

This is an Aboriginal and Torres Strait Islander identified position.

PRIMARY RESPONSIBILITIES:

1. Assist in data collection including facilitating the completion of questionnaires according to study protocols and standard operating procedures.
2. Engage interpreters when needed, according to the study protocol.
3. Ensure the research is conducted in a manner respectful of Aboriginal culture.
4. Become proficient in delivery of the AIMhi Stay Strong intervention.
5. Assist in participant recruitment, informed consent processes, retention and follow-up.
6. Participate in and support training relevant to the position.
7. Communicate effectively with study participants, Chief Investigators and other project staff.

8. Attend study and research program meetings as required.

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

**SELECTION CRITERIA:**

**Essential:**

1. Demonstrated experience working with Aboriginal and Torres Strait Islander people, communities and organisations in a mental health, alcohol and other drugs, primary healthcare, education and training or research capacity.

2. Demonstrated skills in relationship development and maintenance, including the ability to establish effective working relationships.

3. Demonstrated capacity to work independently without direct supervision and maintain good organisational and time management skills to undertake the range of administrative and liaison activities of this position.

4. Attention to detail with demonstrated ability to observe, collect, and accurately record information.

5. Demonstrated interpersonal, oral and written communication skills for various audiences.

6. Understanding of, or an ability to acquire understanding of, the ethical considerations for conducting research with human participants.

7. Demonstrated computer literacy and an ability to work competently with Microsoft Office programs such as Outlook, Word and Excel.

8. The ability to interact effectively with people from diverse cultures.
   
   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. A qualification in health and/or wellbeing and/or research and education or similar areas.

2. Previous experience working in the mental health and wellbeing field.

3. Willingness to undertake occasional travel as required.

**Approval:**

Dr Kylie Dingwall
Senior Research Fellow
Signature
4/7/2016

Dr David Thomas
Division Head – Wellbeing and Preventable Chronic Diseases
Signature
Date