

## Do you want to make a real difference to people's lives?

Menzies School of Health Research is committed to improving the health and wellbeing of the local and global neighbourhood.

We understand that our staff have personal commitments outside of work, so we provide a number of options to ensure they have flexibility at work and a sensible work/life balance.

Menzies has a diverse range of positions in research, from doctors and nurses to scientists, technicians, lecturers and teachers. We also provide careers in business administration, operations, human resources, finance and communications.

Our staff's success at Menzies will be supported through a range of professional development opportunities, and access to our world class infrastructure and facilities.



*"Menzies has given me the opportunity to live in remote communities and learn about traditional Aboriginal culture."*

**Felicity Ward, Project Manager**

## Tax benefits in detail...

Menzies is a health promotion charity, which permits it to have an exemption for fringe benefits tax, so you may have a greater "take home" pay by paying reduced tax.

Full and Part-time staff have the option to have their mortgage, rent, credit cards etc (up to the amount of \$15,900 per year) paid before they are taxed. They therefore pay less tax than they normally would if they received the same salary in government or the private sector.

In addition, staff may choose to salary package towards your holiday accommodation expenses and/or meal-entertainment expenses (eating at restaurants etc), thus reducing their taxable income further. Staff are encouraged to seek professional advice before entering into a salary packaging agreement

## Reasons for working at Menzies:

### #1 Make a difference

Everyone at Menzies is part of a team that works to break the cycle of disease and to reduce health inequities in Australia and the Asia Pacific region, particularly for disadvantaged populations.

### #2 Tax benefits

As a not-for-profit organisation we offer generous fringe benefit tax exempt salary packaging options. See the Tax benefits in detail section for more information.

### #3 Leave

We offer excellent leave conditions including 6 weeks annual leave per year and options for up to an additional 4 weeks leave. Menzies pays 17.5% extra for the 6 weeks annual leave, capped to a maximum amount.

### #4 Generous super

Full and Part-time employees will receive an employer contribution of 14% super (inclusive of the superannuation guarantee levy) if they choose to also make a minimum contribution of 3% (before tax).

**Interested in a job @ Menzies?**

Visit our website: [www.menzies.edu.au/careers/current-employment-opportunities](http://www.menzies.edu.au/careers/current-employment-opportunities)

## Leave in detail...

A number of different leave types are available in addition to public holidays

**Annual leave** – 30 days per year or approximately 2.5 days per month (pro rata for part-time employees).

**Self funded leave scheme** - Staff can apply to purchase an additional 1 to 4 weeks leave by accepting a reduced annual salary.

**Special leave** – 3 days per year. Special leave is for compassionate, emergency and/or cultural reasons and staff must give their supervisor details of why they are requesting this leave.

**Sick leave** (Personal/Carer's leave) – Fifteen days per year. Five days are credited to new employees when they start at Menzies (pro rata for part-time employees).

We understand that our staff and their family get sick and they may not be able to come to work. A doctor's certificate is required for 3 consecutive days of sick leave or 10 days in a year.

*"Melioidosis is a potentially fatal tropical disease, and in the 15 years I've researched it, I'm proud to say the number of people dying each year from it has halved."*

**Mark Mayo, Project Manager**



### Our Enterprise Agreement

Details on conditions of service can be found in the Menzies School of Health Research, Its Staff and the National Tertiary Education Union 2012 Enterprise Agreement. The agreement is located on the FairWork Commission website: <https://www.fwc.gov.au/documents/documents/agreements/fwa/AE417455.pdf>

### Other Benefits

Our Darwin based staff may be entitled to a zone tax rebate and a reduced private health insurance premium. Menzies also offers discounted rates for Qantas Club membership and gym fees at Charles Darwin University.

### Intellectual property

Any intellectual property including original artwork and promotional material you produce as part of a staff members' duties at Menzies is the property of Menzies.

### Pay Day

Menzies staff get paid fortnightly either late Wednesday or Thursday depending on their bank. We do not pay salaries in advance.

### Working Hours

Full-time Menzies employees work 36 hours and 45 minutes per week, normally between the hours of 7.30am and 5.30pm, Monday to Friday. Unless other arrangements have been negotiated, the standard working day is 8am to 4.21pm.

Part-time staff will arrange their working hours with their supervisor and Human Resources or payroll can explain how much they will be paid and how much leave they have.

### Meal Breaks

Staff working a standard working day can take a 1 hour unpaid lunch-break each day. If they wish to vary this time, this can be authorised by their supervisor.

### Smoking

Smoking is not allowed in any Menzies building and is also not allowed anywhere on the Royal Darwin Hospital grounds.

### Got further questions?

Human Resources  
Menzies School of Health Research  
Email: [humanresources@menzies.edu.au](mailto:humanresources@menzies.edu.au)  
[www.menzies.edu.au/careers](http://www.menzies.edu.au/careers)