

POSITION DESCRIPTION

POSITION TITLE:	Project Assistant
DIVISION / SECTION:	Centre for Child Development and Education
SUPERVISOR:	Senior Project Officer
CLASSIFICATION LEVEL:	GSL 5
SALARY RANGE:	\$66,118 to \$73,622
STATUS (FTE):	0.6 FTE
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

ABOUT MENZIES:

Menzies School of Health Research is one of Australia's leading medical research institutes dedicated to improving Indigenous, global and tropical health. Menzies has a history of over 30 years of scientific discovery and public health achievement. Menzies works at the frontline, joining with partners across the Asia-Pacific as well as Indigenous communities across northern and central Australia.

SUMMARY OF POSITION:

This position sits within the Centre for Child Development and Education (CCDE). The CCDE is a trans-disciplinary research centre within the Menzies School of Health Research committed to providing leadership and driving change to improve the lives of children and the wellbeing of parents and families through research into early intervention and prevention.

The CCDE's program of parenting and family research has developed and evaluated parenting programs for Aboriginal and Torres Strait Islander communities which have been implemented in many urban and remote community contexts in the Northern Territory and in Queensland. It continues to develop and extend these areas of research by engaging key government partners around early childhood policies, services and interventions for vulnerable children and families.

The Play to Connect program is a short-term intervention based on play therapy principles and draws on the experience of delivering the Let's Start program in Aboriginal communities since 2005. The program supports parents and children (4-7y.o.) during the period of transition to school. It works with parents to develop their strengths and capacities in responding to children's behaviour, by promoting reflection on the child's needs and motives and by engaging with children in collaborative play and learning. The program focuses directly on the parent – child relationship within a multi – group format addressing parents and children both separately and together.

The Project Assistant will support the implementation of the Play to Connect Program in Wurrumiyanga on the Tiwi Islands. Support will include stakeholder engagement, set up and delivery of the program and ensuring evaluation data is gathered and entered in a timely manner. The Project Assistant works closely with the Local Implementation Officers on the Island and the Senior Project Officer, who coordinates the activities.

The Project Assistant will have qualifications and/or experience in a relevant discipline to effectively work with families and children through early intervention.

This position will be based in Darwin but will require regular travel with overnight stays during the set up and delivery of the 4 week program each school term.

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

PRIMARY RESPONSIBILITIES:

1. Under direction, contribute to the coordination of the *Play to Connect* Program including delivery of the 4 parent-child sessions per school term.
2. Engage with families, parents and children in Wurrumiyanga in order to implement the program.
3. Support the maintenance of relationships with community leaders, school and early childhood services participating in the project.
4. Provide support and general direction to community based personnel, contributing to a positive, collaborative team environment.
5. Work as part of a research team in a support role, including in the trial of research methods and innovative practice.
6. Undertake a range of administrative duties including preparation of site notes, parent- child observation, program resources, correspondence and data entry.
7. Make timely decisions and demonstrate practical judgement in problem solving.
8. Any other tasks as reasonably required by the supervisor, manager and/or Director

SELECTION CRITERIA:

Essential:

1. Completion of a degree or Certificate IV with extensive experience or equivalent combination of relevant experience and/or education/training in a relevant discipline: social work, psychology, education or other relevant social or behavioral science.
2. Practical experience and knowledge in delivering a program relevant to early intervention, education, child development, mental health or social-emotional wellbeing.
3. Demonstrated capacity to work under broad direction while maintaining collaborative team relationships and links with stakeholders across different community and work settings.
4. Excellent written communication skills and attention to detail particularly in the preparation of field notes, and high level computer literacy including an ability to work competently in Microsoft Office (Word and Excel).
5. Ability and willingness to travel for up to two or three nights to a remote area by light aircraft on a weekly basis during program delivery periods.
6. Ability to maintain a current Working with Children clearance (Ochre Card) and Australian manual driver's license.
7. Ability to interact effectively with people from diverse cultures and demonstrated knowledge, understanding and experience of working in remote communities, and in an Indigenous and/or cross-cultural context.
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.

Approved by: Menzies Human Resources

24th August 2018

<u>GSL 5</u>		
PACKAGE COMPONENT	Minimum Value GSL 5/1 (\$)	Maximum Value GSL 5/5 (\$)
Gross Salary (position advertised as General Staff Level 5)	66,118	73,622
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	9,257	10,307
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,844	9,765
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,331	1,482
Total Salary Package	86,550	95,176