POSITION DESCRIPTION

POSITION TITLE: Admin and Research Promotions Officer

DIVISION / SECTION: Child Health Division

SUPERVISOR: Senior Principal Research Fellow and Program Manager

CLASSIFICATION LEVEL: GSL 5

SALARY RANGE: $69,351 - $75,095

STATUS (FTE): 0.5FTE

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:
The Hearing for Learning (HfL) Initiative is an innovative community-based approach founded on evidence-based research by Menzies School of Health Research Ear Program in Indigenous ear health. The HfL Initiative is funded jointly over 5 years by the Commonwealth Department of Health, the Northern Territory Government, and The Balnaves Foundation. The HfL Initiative will be supported and guided by a coalition of Indigenous leaders in Health and Education. The primary aim of HfL Initiative is to reduce the prevalence of ear disease and hearing loss among Aboriginal children in the Northern Territory, thereby enhancing early language development, school readiness, school attendance and performance. The HfL Initiative is a stepped-wedge cluster randomised controlled trial. The primary objectives are to develop, implement and evaluate the HfL Initiative model of enhanced ear health care and hearing support (the HfL Initiative intervention), delivered by new HfL Initiative-funded positions for local community members (Ear and Hearing Clinical and Education Support Officers, EHCESOs) across 20 urban, rural and remote communities over 4 years.

The Admin and Research Promotions Officer will provide secretariat support to the senior HfL Initiative team including management of meeting schedules, agenda, minutes, and action item tracking, and document filing using Menzies templates for clinical trial management. They will also manage the HfLI webpage, branding and events (media, conferences and workshops – venues, IT, catering), social media including facebook and twitter. In addition they will manage a 'help desk' for community-based staff, book all travel and accommodation as well as purchase and maintain equipment. The Admin and Research Promotions Officer will also assist in the research, including data entry and data quality.

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

PRIMARY RESPONSIBILITIES:
Under the general direction of the Senior Principal Research Fellow, and with daily supervision from the Program Manager, the Admin and Research Promotions Officer will:

1. Be responsible for secretariat support (manage schedules, agendas, minutes and actions) for the HfL Initiative Partner Advisory Board, Stakeholder Steering Group, and the Community Steering Groups.
2. Organise the HfL Initiative research team meetings and track progress of all actions arising from these meetings.
3. Provide and document help desk phone support to community-based HfL Initiative EHCESOs.
4. Book travel and accommodation as requested by the HfL Initiative research team, raise purchase orders and arrange account payments according to Menzies finance policies and procedures.
5. Assist Menzies communications to ensure the HfL Initiative is promoted locally and nationally.
6. Manage branding consistency across the website, facebook, and twitter accounts.
7. Publish reports and newsletters based on results and findings of the HFL Initiative training program.
8. Any other tasks as reasonably required by the supervisor, manager, and/or Director.

SELECTION CRITERIA:

Essential:
1. A combination of relevant experience and/or education/training.
2. Highly developed ability to work independently and to perform as a team member.
3. Demonstrated ability to communicate effectively, both orally and in writing.
4. Proven organisational and time management skills and the ability to manage and meet competing deadlines.
5. High degree of computer literacy including the ability to confidently work with the Microsoft Office Suite.
6. Excellent problem-solving and conflict resolution skills along with a positive attitude.
7. The ability to maintain a current manual NT drivers licence.
8. The ability to interact effectively with people from diverse cultures.
9. 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. Qualifications in a business, administration, research or communications related field.
2. Experience in the research sector.
3. Large program administrative experience in an Indigenous context.

Approved by: Menzies Human Resources

Date: 23rd January 2019

GSL 5		
PACKAGE COMPONENT	**Minimum Value GSL 5/1 ($)**	**Maximum Value GSL 5/4 ($)**
Gross Salary (position advertised as General Staff Level 5)	69,351	75,095
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	9,709	10,513
Salary Packaging Grossed Up (Based on utilising the full $15,900 salary packaging component plus the $2,550 Meal Entertainment Card.)	9,765	9,765
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)	1,396	1,511
Total Salary Package	**90,221**	**96,885**