

## POSITION DESCRIPTION

POSITION TITLE:	Project Assistant
DIVISION / SECTION:	Child Health Division
SUPERVISOR:	Principal Research Fellow
CLASSIFICATION LEVEL:	GSL 4-5
SALARY RANGE:	\$62,657 - \$75,095
STATUS (FTE):	1.0 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:

Under the supervision of the Principle Research Fellow and Project Manager, this position will be involved in the current wave of data collection for two longitudinal studies; the Aboriginal Birth Cohort and the Top End Cohort. These studies are monitoring the physical and emotional health of Aboriginal and non-Indigenous people in the Top End over their life course. The study team will be involved in tracing participants of the two cohorts and assessing their health status, both in urban and remote areas of the Top End. This role will include duties such as community liaison, organisation of and participation in field trips, conducting health assessments, as well as data collection and management. Education and training on study procedures will be provided.

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

### PRIMARY RESPONSIBILITIES:

Under the supervision of the Chief Investigator and the Project Manager, the Project Assistant will:

1. Assist with tracing and contacting 686 urban and remote young Aboriginal adult participants and 196 non-Indigenous adult participants to seek consent for study visits.
2. Communicate and coordinate effectively with study participants, research team, and other stakeholders including community councils and health centres.
3. Assist in data collection, data entry and storage in accordance to Good Clinical Practice (GCP) standards, ethics approval, cultural guidelines, study specific procedures, and Menzies policies and practice.
4. Assist with undertaking study procedures including: obtaining informed consent, completion of questionnaires, and clinical assessments such as height, weight and blood pressure measurements.
5. Participate in visits to participating communities in urban and remote areas by air or road (manual 4WD).
6. Participate in project team and divisional meetings.
7. 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. Demonstrated ability to communicate effectively, both orally and in writing, to a range of audiences including a multidisciplinary team and people from diverse cultures.
3. Capacity to work independently, and as part of a research team, maintaining confidentiality, with good organisational and time management skills and an ability to meet deadlines.
4. Strong record keeping skills, attention to detail, problem-solving skills, resourcefulness, punctuality and positive attitude.
5. Experience with basic computer software applications including Microsoft Office Suite and internet browsers.
6. Ability and willingness to work flexible hours (e.g. some weekends) and to travel on light aircraft or 4WD to remote communities as part of a team, for up to a week, twice a month.
7. The ability to maintain a current Australian driver licence and Working with Children Clearance (Ochre Card), and willingness to drive a 4WD vehicle after training completion.
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. Qualifications or work experience in Aboriginal Health, research, or community development.

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Approved by: Menzies Human Resources

Date: 24.01.2019

<b><u>GSL 4/5</u></b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value GSL 4/1 (\$)</b>	<b>Maximum Value GSL 5/4 (\$)</b>
<b>Gross Salary</b> (position advertised accross General Staff Levels 4 & 5)	62,657	75,095
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	8,772	10,513
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,844	9,765
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment)	1,261	1,511
<b>Total Salary Package</b>	<b>82,534</b>	<b>96,885</b>