

## POSITION DESCRIPTION

POSITION TITLE:	Clinical Research Training Officer
DIVISION / SECTION:	Child Health Division
SUPERVISOR:	Senior Clinical Research Training Officer
CLASSIFICATION LEVEL:	GSL 7
SALARY RANGE:	\$84,184 to \$91,359
STATUS (FTE):	Full Time
NO. OF POSITIONS REPORTING DIRECTLY:	up to 10 community-based ear and hearing clinical and education support officers over 4 years
NO. OF POSITIONS REPORTING INDIRECTLY:	

### 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 Hearing for Learning 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 HfLI 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, EHCEOs) across 20 urban, rural and remote communities over 4 years.

The Clinical Training Research Officer (CTRO) will deliver on-country Certificate II training in Community Health Research (10513NAT) with electives in ear and hearing health service delivery. Up to 40 community-based EHCEOs will be trained and employed over a 4-year period. The CTRO will also participate in the research, including obtaining informed consent, undertaking surveillance of ear disease and hearing loss, collecting clinical and research data including through interviews with families and service providers, evaluation of new technologies. The CTRO will also participate in consultation and ongoing communication and reporting to community-based stakeholders, including the Community Steering Groups.

### **PRIMARY RESPONSIBILITIES:**

Under the general direction of the Senior Principal Research Fellow, and with daily supervision from the Senior Clinical Research Training Officer, the Clinical Research Training officer will:

1. Assist with the development, delivery, and assessment of evidence-based clinical and hearing support skills component of Certificate II training in Community Health Research (10513NAT) to be delivered on-site, for the community-based EHCSOs.
2. Assist in developing standard operating procedures manual for training the EHCSOs.
3. Assist in developing an evidence-based standard operating procedures manual for on-site delivery of the HfL Initiative by EHCSOs.
4. Participate in collection of quantitative and qualitative research data and ensure that all data are high quality and are collected and secured appropriately in accordance with ethical, cultural, and confidentiality requirements.
5. Consult with relevant stakeholders to ensure community-based EHCSO positions are appropriately advertised and filled.
6. Liaise with stakeholders (Menzies HR, community leaders, Health and Education sectors) to ensure EHCSO positions are integrated, resourced, and supported according to HfL Initiative study agreements, policy and in practice.
7. Ensure all Community Steering Groups are informed of progress according to communication strategy.
8. Contribute to reports and newsletters based on results and findings of the HFL Initiative training program.
9. Contribute to conferences, seminars, and publications as required.
10. Any other tasks as reasonably required by the supervisor, manager and/or Director.

### **SELECTION CRITERIA:**

#### **Essential:**

1. Qualifications in a health-related field (nursing, Aboriginal Health Practitioner or medical doctor), or equivalent experience as well as a current Certificate IV in Workplace Training and Assessment..
2. Highly developed ability to communicate effectively, both orally and in writing and in multicultural settings.
3. Proven organizational and time management skills, ability to meet deadlines, to undertake a range of tasks.
4. High degree of computer literacy including relevant software such as Microsoft Office Suite.
5. Demonstrated skills in the preparation of performance reports.
6. Ability to maintain confidentiality of sensitive information.
7. Excellent problem-solving and conflict resolution skills.
8. Demonstrated initiative and capacity to work independently without direct supervision under broad direction and as part of a multidisciplinary team.
9. Ability to travel by light aircraft or 4WD regularly to remote communities for up to 5 days per trip, generally as a part of a team.
10. Hold a current NT divers license and a Working with Children (OCHRE) card.
11. 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. Training experience in an Indigenous context.
2. Qualifications or experience in paediatrics or child health services, particularly ear examinations (otoscopy), or willingness to learn.
3. Research experience.

**GSL 7**

<b>PACKAGE COMPONENT</b>	<b>Minimum Value GSL 7/1 (\$)</b>	<b>Maximum Value GSL 7/4 (\$)</b>
<b>Gross Salary</b> (position advertised as General Staff Level 7)	84,184	91,359
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	11,786	12,790
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	9,765
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,664	1,664
<b>Total Salary Package</b>	<b>107,399</b>	<b>115,578</b>