

POSITION DESCRIPTION

POSITION TITLE:	Project Officer
DIVISION / SECTION:	Child Health Division
SUPERVISOR:	Senior Research Officer
CLASSIFICATION LEVEL:	GSL 5
SALARY RANGE:	\$69,351 - \$75,095
STATUS (FTE):	0.5 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:

The Rapid Iron Infusion Study (RIIS) is a single centre, hospital based, randomised controlled trial funded by the National Health and Medical Research Council. The trial will assess whether a single intravenous infusion of ferric carboxymaltose (Ferinject) given prior to hospital discharge compared to standard 1-3 intramuscular iron injections will improve haemoglobin levels and reduce the risk of further anaemia in Aboriginal children. The Project Officer will work closely with the Senior Research Officer, Research Nurse and Royal Darwin Hospital staff to undertake recruitment and follow up of study participants as well as data and specimen collection.

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

PRIMARY RESPONSIBILITIES:

1. Undertake trial procedures relevant to the research including: recruitment, obtaining informed consent, randomisation, retention and follow up, assessment of eligibility, medical records review, collection, transportation and storage of specimens for laboratory analysis, and provision of advice.
2. Assist with the explanation of participant information sheets and consent forms in plain language to trial participants wherever possible.
3. Assist in data collection and storage in accordance to Good Clinical Practice (GCP) standards, ethics approval, trial protocol, study Specific Procedures and Menzies policies and practice.
4. Assist with trial and adverse event monitoring data and ensure it is stored and transmitted appropriately in accordance to ethical, cultural and confidentiality requirements.
5. Communicate and coordinate effectively with trial participants, research team and other stakeholders.
6. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. A combination of relevant qualifications and/or work experience in Aboriginal Health, research or community development.
2. Demonstrated ability to communicate effectively, both orally and in writing, including interpersonal skills to a range of audiences including a multidisciplinary team and Indigenous people.
3. Capacity to work independently without direct supervision under broad direction or as part of a research team, maintain confidentiality of personal information, good organisational and time management skills and ability to meet deadlines, to undertake the range of tasks, reporting and liaison activities.
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 the internet.
6. 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.
7. 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. Previous experience or understanding and knowledge of health issues affecting the wellbeing of Indigenous Australians.

Approved by: Menzies Human Resources

Date: 04.02.2019

<u>GSL 5</u>		
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