

## POSITION DESCRIPTION

POSITION TITLE:	Project Officer
DIVISION / SECTION:	Global and Tropical Health Division
SUPERVISOR:	Program Manager, RHDAustralia
CLASSIFICATION LEVEL:	GSL 6
SALARY RANGE:	\$77,008 - \$82,749 pro-rata
STATUS (FTE):	0.4 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.

Australia's Aboriginal and Torres Strait Islander peoples living in remote areas have some of the highest rates of acute rheumatic fever and rheumatic heart disease in the world and account for almost all newly identified cases. RHDAustralia aims to close the gap on death and disability related to acute rheumatic fever (ARF) and rheumatic heart disease (RHD) in Australia through targeted education delivery, access and use of quality evidence based resources, strategic partnerships and national engagement. RHDAustralia is funded by the Australian Government's Department of Health under the Rheumatic Fever Strategy and is based at Menzies in Darwin.

### SUMMARY OF POSITION:

The Project Officer will support the delivery of the 'Champions4Change' program. This innovative program is designed by volunteer community members to support people with RHD, their families and communities by providing education, activities and guidance throughout the patient journey. RHDAustralia (RHDA) will support Champions to design their own program, delivered how, when and where they want, including in remote communities. The project officer will provide Champions with the tools and skills required to continue program development and secure continuation of the program.

With direction from the Program Manager RHDAustralia, the project officer will implement the Champions4Change program and contribute to a range of activities in support of the key work areas. In addition, the position will work with the RHDA Cultural Advisor to facilitate the champions program and agenda. The position may require some travel interstate at planned intervals (approx 6 times per year) at a maximum of 3 days.

**This position is designated for an Aboriginal and/or Torres Strait Islander person.**

### PRIMARY RESPONSIBILITIES:

1. Support the project leader with day-to-day management and coordination of all activities related to Champions4Change program.
2. Lead the project administration specific to Champions4Change including communication with Champions and travel bookings, in compliance with funding rules and Menzies policy

and procedures.

3. Support RHDA Program Manager and Senior Nurse Adviser in development of resources for Champions4Change program.
4. Liaise closely with RHDAustralia Cultural Advisor and Program Manager regarding all aspects of Champions4Change activities. This includes administration, finance, communications, social media, event management and volunteer management.
5. Assist the RHDAustralia Program Manager with preparation of reports to funders and other stakeholders
6. With support from the Program Manager, plan and coordinate the activities for champions
7. Assist with assessing education and training needs of the champions and the development of resources to support them
8. Assist with the development and production of a promotional DVD and related collateral.
9. Any other tasks as reasonably required by the supervisor and / or Division Leader.

### **SELECTION CRITERIA:**

#### **Essential:**

1. Being of Aboriginal and or Torres Strait Islander descent.
2. Tertiary qualification and relevant experience, or an equivalent combination of relevant experience and education and training.
3. Proven coordination and project management skills.
4. Experience working in a cross-cultural environment and demonstrated ability to build and maintain effective working relationships including the experience working or collaborating with Aboriginal and Torres Strait Islander Health services and communities.
5. Demonstrated experience in mentoring and capacity building.
6. Strong communication, negotiation and liaison skills, especially in a cross-cultural setting.
7. Demonstrated organisational skills and the ability to prioritise workloads, work under pressure, meet tight deadlines, and achieve results with minimal supervision.
8. The ability and willingness to undertake interstate travel of up to 3 days at a time (approximately 6 times a year).
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. Training and/or experience in a communications role, including online communications and through social media.
2. Training and/or experience in the organisation of stakeholder workshops

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Approved by: Menzies Human Resources

Date: 18 April 2019

**GSL 6**

<b>PACKAGE COMPONENT</b>	<b>Minimum Value GSL 6/1 (\$)</b>	<b>Maximum Value GSL 6/4 (\$)</b>
<b>Gross Salary</b> (position advertised as General Staff Level 6)	77,008	82,749
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	10,781	11,585
<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	9,685
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,550	1,664
<b>Total Salary Package</b>	<b>99,104</b>	<b>105,683</b>