

POSITION DESCRIPTION

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| POSITION TITLE: | HealthLAB Project Officer – Aboriginal Health Practitioner/Nurse |
| DIVISION / SECTION: | Child Health Division |
| SUPERVISOR: | Head, Child Health Laboratory |
| CLASSIFICATION LEVEL: | GSL 6 or 7 (Nursing qualification essential for appointment at GSL 7) |
| SALARY RANGE: | GSL 6 \$77,008 - \$82,749 (pro rata) or GSL 7 \$84,184 - \$91,359 (pro rata) |
| STATUS (FTE): | 0.6 FTE |
| NO. OF POSITIONS REPORTING DIRECTLY: | 4-6 |
| 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 Menzies HealthLAB is a new innovation relating to lifestyle disease prevention by raising awareness of health and lifestyle choices through an engaging educational experience using modern technology. This program aims to educate youth and the wider community on lifestyle strategies to reduce disease risk to themselves and the following generations, to increase youth engagement with health and medical science careers and to strengthen the interface between Menzies and the community. The position will entail working with the John Moriarty Foundation to provide a sport and health program for youth in six remote communities.

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

PRIMARY RESPONSIBILITIES:

1. Engage and perform ongoing liaison with HealthLAB partners and stakeholders, including the John Moriarty Foundation Program staff, community clinic staff, and youth and families in remote communities to effectively run HealthLAB programs.
2. Perform coordination of HealthLAB program activities in selected regions including Darwin, regional Northern Territory towns and remote communities.
3. Undertake responsibility of defining abnormal results through liaising with relevant local clinical staff.
4. Provide oversight of equipment and techniques used to measure biological measures e.g. blood pressure and transcutaneous haemoglobin measures.
5. Communicate and coordinate effectively with HealthLAB participants, Chief Investigators and other project staff.
6. Supervise and train staff, volunteers, students and trainees involved in HealthLAB activities.
7. Participate in training relevant to the project and position e.g. Ear Health training.
8. Assist in producing regular activity and finance statements for funders.
9. Assist in developing an early childhood HealthLAB program and resources for families of young children.
10. Coordinate evaluation of HealthLAB activities (early childhood and adolescent) including

obtaining informed consent and coordinating surveys and focus groups within an evaluation framework and ethical guidelines.

11. Collect all Adverse Event monitoring data and ensure it is stored/transmitted appropriately in accordance with ethical, cultural and confidentiality requirements.
12. Co-ordinate visits to participating communities in remote areas via either air or road, and other logistics include consumables, resources and equipment.
13. Contribute to the development of new HealthLAB stations and resources.
14. Coordinate preparation of feedback materials for communities.
15. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Aboriginal Health Practitioner qualification (for appointment at GSL 6) or Tertiary nursing qualification (for appointment at GSL 7) and registration with Australian Health Practitioners Regulation Agency (AHPRA).
2. Experience in child and/or adolescent health
3. Demonstrated experience in program coordination, including related aspects such as time management, organizational skills, database management, budget development, policy adherence, reporting of programmatic activities as well as adherence to all ethical requirements.
4. Demonstrated capacity to work independently without direct supervision.
5. Willingness to undertake training in skills required (e.g. otoscopy).
6. Highly developed ability to communicate effectively, both orally and in writing, to a range of audiences including a multidisciplinary team and the ability to work cross-culturally.
7. Willingness and ability to travel to remote Northern Territory communities by air or 4WD up to 12 times a year for overnight trips.
8. Experience and competence in the use of a range of information technologies and computer software applications including the Microsoft Office suite.
9. The ability to maintain a current Australian driver's license and Working with Children Clearance (Ochre card) as well as a National Police Clearance and up to date immunisations as per Top End Health Service requirements.
10. 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. Experience working with remote clinics and in remote Northern Territory communities.
2. Knowledge or experience of evaluation research.

Approved by: Menzies Human Resources

Date: 01.08.2019

GSL 6

| PACKAGE COMPONENT | Minimum Value GSL 6/1 (\$) | Maximum Value GSL 6/4 (\$) |
|--|---|---|
| Gross Salary (position advertised as General Staff Level 6) | 77,008 | 82,749 |
| Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary) | 10,781 | 11,585 |
| Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.) | 9,765 | 9,685 |
| Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)) | 1,550 | 1,664 |
| Total Salary Package | 99,104 | 105,683 |

GSL 7

| PACKAGE COMPONENT | Minimum Value GSL 7/1 (\$) | Maximum Value GSL 7/4 (\$) |
|--|---|---|
| Gross Salary (position advertised as General Staff Level 7) | 84,184 | 91,359 |
| Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary) | 11,786 | 12,790 |
| 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)) | 1,664 | 1,664 |
| Total Salary Package | 107,399 | 115,578 |