

POSITION DESCRIPTION

POSITION TITLE:	Project Officer
DIVISION / SECTION:	Wellbeing & Preventable Chronic Diseases
SUPERVISOR:	DIP Top End Coordinator
CLASSIFICATION LEVEL:	GSL 7
SALARY RANGE:	\$84,184 -\$91,359
STATUS (FTE):	Full Time
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 NT & FNQ Diabetes in Pregnancy Partnership is a NHMRC funded collaborative partnership between health service providers, clinicians, health policy makers and researchers in the Northern Territory and Far North Queensland to investigate and improve the health of women in the NT and FNQ with diabetes in pregnancy and their babies. The partnership activities focus on translating evidence into practice through a diabetes in pregnancy clinical register and implementing models of care improvements for women with diabetes in pregnancy so that health outcomes for this group can be monitored and improved.

The successful candidate will work under the direct supervision of the Top End Coordinator and general supervision of the Chief Investigator to develop and facilitate the research. This position is responsible for delivering a complex health systems intervention to improve maternal health after a pregnancy complicated by diabetes. Components of the models of care intervention include increased workforce capacity, access to health care, information management, policy and guidelines and the clinical register. The Project Officer will have a key liaison role with Aboriginal and Torres Strait Islander women, health professionals and researchers including coordination of community consultations and stakeholder reference groups related to partnership activities.

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

PRIMARY RESPONSIBILITIES:

1. The role is responsible for maintaining good working relationships between health professionals, service delivery providers, policy makers and the Partnership.
2. Undertaking Partnership activities including coordinating health professional education and health system changes.
3. Promoting and maintaining the active engagement of stakeholders, including a Clinical Reference Group to provide strategic advice concerning all aspects of the Partnership.
4. Travel to NT regional centres for up to two days at a time as required (two to three times during 6 months).
5. Maintaining databases, data entry and analysis under the guidance of the Project Leader and senior researchers.

6. Contribute to qualitative and quantitative research including obtaining informed consent, data collection, management of information and dissemination of findings.
7. Play a key liaison role with clinical staff at both the hospital and primary health care level and assist as well as facilitate the implementation of changes at a system level including enhancing the skills and knowledge of health professionals.
8. Communicate and coordinate effectively with stakeholders, study participants, Chief Investigators, clinicians and other partnership staff both orally and in writing.
9. Contribute to the preparation of manuscripts and publications as required by the Chief Investigator.
10. Ensure work associated with the Partnership is conducted in accordance with good clinical practice.
11. Any other tasks as reasonably required by the supervisor and/or director as needed.

SELECTION CRITERIA:

Essential:

1. Tertiary qualification in a relevant health or science related field along with registration with the Australian Health Practitioner Regulation Agency where applicable and demonstrated understanding of, or experience in the conduct of research projects.
2. Highly developed ability to communicate effectively, both orally and in writing, to a range of audiences including multidisciplinary teams and Aboriginal and Torres Strait Islander people.
3. Ability to work effectively in a multidisciplinary health/research team as well as an ability to work independently with minimal guidance.
4. Demonstrated experience in project co-ordination i.e. proven organisational abilities, good time management and punctuality as well as an ability to work according to a given budget.
5. Proven ability to facilitate key advisory groups.
6. Experience and competence in the use of a range of information technologies and applications.
7. Ability and willingness to travel to NT regional centres either by light aircraft or 4WD for up to two days at a time, approximately two to three times during six months.
8. Ability to maintain a current Working with Children Clearance (Ochre card) and a Northern Territory manual driver's license.
9. 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 and/or qualifications in research, nursing, midwifery, diabetes or related health field.
2. Good understanding of the health services in the Northern Territory related to chronic disease.
3. Experience and understanding of Continuous Quality Improvement activities and processes.

Approval:

Approved by: Menzies Human Resources

Date: 16.08.2019

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