

POSITION DESCRIPTION

POSITION TITLE:	Project Officer – RHD Screening Projects
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	Principal investigator, RHD Screening Projects
CLASSIFICATION LEVEL:	GSL 6
SALARY RANGE:	\$78,549 – \$84,404 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.

SUMMARY OF POSITION:

This position supports projects related to rheumatic heart disease, under the leadership of the principal investigator. The key project (The RECARDINA Study) is a pilot study that is investigating a novel, highly abbreviated echocardiography screening protocol for the detection of rheumatic heart disease in school aged children and young people. Screening has been performed in Timor-Leste in 2019. The next stage of the project will include echocardiography training in Darwin and screening within schools in remote Northern Territory communities in early 2020. The study is expected to lead to additional work in defining the burden of rheumatic heart disease in Timor-Leste and Northern Australia and investigating optimal approaches to the management of echocardiography detected cases.

This position will be based in Darwin and it may require occasional travel to remote communities in the Northern Territory for up to 5 days per trip.

The successful candidate will be required to provide evidence that their vaccination history/serology status meet the vaccination recommendations in the Australian immunisation handbook.

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

PRIMARY RESPONSIBILITIES:

1. Under the direction of the principal investigator, prepare, submit and manage study ethics applications in accordance with relevant policy and procedures
2. Under the direction of the principal investigator and in collaboration with the project Research Assistant and the Global Health team, support travel and logistics aspects of the training and research activities required for the RECARDINA study.
3. Liaise closely with Menzies' Corporate Services regarding all aspects of project activities to ensure compliance with relevant policy and procedures. This includes research administration, finance, legal, and human resources .
4. Assist with reporting requirements for funders, collaborators, and internal Menzies purposes.

5. Under the direction of the principal investigator, assist with coordination and logistics aspects of other studies being carried out in northern-Australia and Timor-Leste.
6. Any other tasks as reasonably required by the supervisor, Division Leader and/or Director.

SELECTION CRITERIA:

Essential:

1. A degree with subsequent relevant experience or extensive experience and specialist expertise relevant to the role, or a combination of relevant training and experience
2. Experience working in health research or an academic institution
3. Ability to maintain a current Working with Children Clearance (Ochre card)
4. Proven coordination and project management skills, including experience across financial, human resources, legal and donor requirements.
5. Financial management skills, including budgeting, monitoring and forecasting and ability to communicate financial results effectively
6. High level report writing skills and the ability to correspond with stakeholders, manage sensitive issues and maintain confidentiality.
7. Strong communication, negotiation and liaison skills, especially in a cross-cultural setting, and the ability to interact effectively with people from diverse cultures and backgrounds.
8. Demonstrated organisational skills and the ability to prioritise workloads, work under pressure, meet tight deadlines, and achieve results with minimal guidance.
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. Experience working in remote communities in Northern Australia
2. Experience working in Timor-Leste and/or other resource-limited settings
3. Financial management experience working across multiple currencies

Approved by: Menzies Human Resources

Date: 25/09/2019

<u>GSL 6</u>		
PACKAGE COMPONENT	Minimum Value GSL 6/1 (\$)	Maximum Value GSL 6/4 (\$)
Gross Salary (position advertised as General Staff Level 6)	78,549	84,404
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	10,997	11,817
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))	1,581	1,664
Total Salary Package	100,892	107,570