

## POSITION DESCRIPTION

POSITION TITLE:	Project Assistant
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases
SUPERVISOR:	Senior Principal Research Fellow
CLASSIFICATION LEVEL:	GSL 4
SALARY RANGE:	\$65,190 – \$70,166 pro-rata
STATUS (FTE):	0.8 - 1.0 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 Project Assistant position provides essential administrative support to management of the Centre of Research Excellence (CRE) in Targeted Approaches to Improving Cancer Services for Aboriginal and Torres Strait Islander Australians (TACTICS). The CRE is an Indigenous-led program of innovative, high-quality, applied research conducted on a national and international level, aimed at improving a broad range of cancer related health services.

The position is based in the Wellbeing & Preventable Chronic Diseases Division at the Menzies School of Health Research's Brisbane Office. The Project Assistant will support the Senior Principal Research Fellow (SPRF) and Research Program Manager by contributing to administration and project tasks required for the TACTICS CRE. This position will also assist with research projects as required under the supervision of the SPRF.

**This is an Aboriginal or Torres Strait Islander identified position.**

### **PRIMARY RESPONSIBILITIES:**

1. Provide administrative support to the Senior Principal Research Fellow, and Research Program Manager. This may include:
  - Secretariat support for meetings and workshops (e.g., logistics to organise meetings, booking venues, drafting agendas and supporting documents, and taking meeting minutes).
  - Liaising with internal and external investigators.
  - Assisting with community consultations, advisory groups, record keeping.
  - Organising travel and accommodation arrangements.
2. Assist with the planning and organising of research roundtables and other events.
3. Assist with maintenance of office and administrative systems and processes, including records and file management that enable the accurate tracking of correspondence and project documentation.
4. Assist with maintenance of records in order to track activity/performance and meet reporting requirements.
5. Assistance with managing strategic relationships with key stakeholders.
6. Any other tasks as reasonably required by the supervisor and/or Director.

## **SELECTION CRITERIA:**

### **Essential:**

1. A combination of relevant experience and/or education/training.
2. Demonstrated experience in an administrative role (including organising meetings, preparation of reports and management of information).
3. Well-developed skills in creating and maintaining record keeping systems.
4. Demonstrated ability to communicate effectively both oral and written, including the ability to prepare correspondence in accordance with required formats and maintain confidentiality.
5. High level computer literacy including expertise in Microsoft Office suite of applications and a demonstrated ability to quickly acquire skills in new software packages.
6. Demonstrated capacity to work independently with minimal supervision and an ability to prioritise workloads to meet deadlines.
7. Flexibility, adaptability and the ability to learn new skills where required.
8. The ability to interact effectively with people from diverse cultures.
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. Knowledge and understanding of Aboriginal and Torres Strait Islander health.
2. Experience in a health research or health service environment.

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Approved by: Menzies Human Resources  
Date: 03/11/2020