

POSITION DESCRIPTION

POSITION TITLE:	Project Coordinator
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases
SUPERVISOR:	Senior Research Officer (Diabetes in Pregnancy)
CLASSIFICATION LEVEL:	GSL 7
SALARY RANGE:	\$87,586 - \$95,051
STATUS (FTE):	1.0
NO. OF POSITIONS REPORTING DIRECTLY:	1
NO. OF POSITIONS REPORTING INDIRECTLY:	0

ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Indigenous Australians, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Diabetes across the Lifecourse: Northern Australia Partnership (the Partnership) commenced in 2011 in the Northern Territory. The Partnership initially focussed on research activities to improve the care and outcomes for women (and their babies) who have had a pregnancy complicated by diabetes. Since this time, the Partnership's research activities have expanded across northern Australia and now also has a focus on type 2 diabetes in children and Aboriginal and Torres Strait Islander young people.

This role encompasses research across two project areas 1) co-design, pilot and evaluation of models of care for youth with type 2 diabetes and 2) community engagement and co-design with Aboriginal women and communities to reduce diabetes risks before, during and after pregnancy. The Project Coordinator will be based in Alice Springs and will be involved in the co-design of enhanced models of care for both projects. Specifically, this role will lead community consultation and engagement, facilitate youth/community advisory groups and workshops, organise and participate in field trips, engage with resource development, and lead the collection and management of interview and focus group data. This role will also take a leadership role in liaising with health professionals in Central Australia throughout the study. Training on study procedures will be provided.

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

PRIMARY RESPONSIBILITIES:

Under broad direction, the Project Coordinator will:

1. Lead and support the recruitment of study participants in urban and remote locations.
2. Maintain meaningful relationships with youth with type 2 diabetes and women with diabetes in pregnancy, their families, and health care teams.
3. Communicate and coordinate effectively with study participants, research team, and other stakeholders (such as community councils and health centres).

4. In line with relevant standards and guidelines, assist with undertaking study procedures. This includes: facilitating data collection, obtaining informed consent, data entry and storage as well as ethics reporting.
5. Supervise and support engagement officer/s in the Central Australian region.
6. Establish and maintain a youth Indigenous reference group for Central Australia.
7. Work closely with project health service partners in delivery of engagement activities with young people, women and their families.
8. Establish and build relationships with women with diabetes in pregnancy which may include facilitating workshops or supporting existing women's groups.
9. Play a key liaison role with healthcare professionals (Aboriginal Community Workers/Aboriginal Health Practitioners, Diabetes Nurse Educators, Midwives, General Practitioners) to support health professional education and system changes.
10. Participate in monthly visits to study locations in urban and remote areas by air or road.
11. Any other tasks as reasonably required by the supervisors, manager, and/or Director.

SELECTION CRITERIA:

Essential:

1. Tertiary qualifications along with at least four years subsequent relevant experience (public health, research, health promotion, health care) or an equivalent combination of relevant experience and/or education/training, .
2. Demonstrated ability to communicate effectively, both verbally and in writing, to a range of audiences including a multidisciplinary team and people from diverse cultures.
3. Demonstrated experience working in a culturally responsive manner with Aboriginal and Torres Strait Islander people, communities and organisations.
4. Ability and willingness to undertake training on study procedures.
5. Capacity to work independently, and as part of a research team, maintaining confidentiality, with good organisational and time management skills and a demonstrated ability to meet deadlines.
6. Strong record keeping skills, attention to detail, problem-solving skills, resourcefulness, punctuality and positive attitude.
7. Experience with basic computer software applications including Microsoft Office Suite and internet browsers.
8. Ability and willingness to work flexible hours and monthly travel of up to a week at a time (maximum of one weekend day per two months). This may include travel by light aircraft or 4WD to remote communities as part of a team.
9. The ability to maintain a current Australian driver licence and Working with Children Clearance (Ochre Card), and willingness to drive a 4WD vehicle after training completion.
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. Demonstrated experience in conducting participatory action research and/or community development in urban or remote community setting.

Approved by: Menzies Human Resources

Date: 19 November 2020

GSL 7

PACKAGE COMPONENT	Minimum Value GSL 7/1 (\$)	Maximum Value GSL 7/4 (\$)
Gross Salary (position advertised as General Staff Level 7)	87,586	95,051
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	12,262	13,307
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))	1,583	1,583
Total Salary Package	111,196	119,626