

## POSITION DESCRIPTION

POSITION TITLE:	Clinical Research Officer
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases
SUPERVISOR:	eGFR3 Project Manager
CLASSIFICATION LEVEL:	GSL 7
SALARY RANGE:	\$87,586 - \$95,051 (pro-rata)
STATUS (FTE):	0.6 FTE (negotiable)
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none"><li>- Willingness to travel to remote communities (by light aircraft or 4WD) and capital cities for up to 1-5 days at a time once a month.</li><li>- Ability to obtain and maintain a current Working with Children Check (OCHRE card in NT and equivalent in WA and Qld).</li><li>- Ability to maintain a current NT driver's license.</li><li>- Ability to obtain a current NT Police Check.</li><li>- Willingness to undertake training in the skills required to complete all protocol activities, such as anthropometric and bioimpedance measurements, shipping specimens, phlebotomy.</li></ul>

### 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 eGFR3 Study represents the third kidney health assessment of adult Aboriginal and Torres Strait Islander people who at baseline had a range of kidney function from healthy to advanced kidney damage (but not receiving renal replacement therapy). The first eGFR Study assessment occurred during 2007-2011 across 20 sites in 5 regions of Australia (Top-End NT, Central Australia, Kimberley, Goldfields and North Queensland). The eGFR3 Study is committed to partnering with Aboriginal and Torres Strait Islander people and communities to enable answers to health questions and support improved health outcomes. Indigenous leadership is present in all aspects of the study conduct, including within the community, clinical and research governance groups. Using direct health assessments (including biomedical sampling) and indirect health assessment (data linkage principles), the eGFR3 Study aims to describe the long-term kidney health and level of kidney function of adults from baseline.

The Clinical Research Officer will be responsible for organising and preparing daily clinical-related research activities associated with this project including participant visits, collecting, and processing data and biomedical specimens, entering data and following up participants.

### **PRIMARY RESPONSIBILITIES:**

Under the supervision of the Chief Investigator and the Project Manager, the Clinical Research Officer will:

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1. Ensure effective communication and maintenance of positive working relationships between researchers, a range of stakeholders (specifically health professionals) at study sites, study participants, investigators and other members of the team.
2. Coordinate and undertake data collection, including management of clinic bookings and required equipment, as well as rostering, training, and supervision of one or two staff (from each region) ensuring adherence to the current Study Protocol.
3. Liaise with relevant health professionals in relation to data collection, feedback and education.
4. Ensure Study practice adheres to Study Protocol, confidentiality requirements and is conducted in compliance with all relevant regulations.
5. Undertake project data collection and community engagement including associated urban and remote travel.
6. Enter study data into the eGFR3 Microsoft Access database and perform periodic data monitoring checks using a framework outlined in eGFR3 Study Specific Procedures.
7. Participate in eGFR3 governance group meetings, including minute-taking.
8. Ensure Study practice adheres to Study Protocol, confidentiality requirements and is conducted in compliance with all relevant regulations.
9. Coordinate and maintain systems to support the smooth running of the Study.
10. Coordinate participant and stakeholder feedback materials and reports including drafting and development.
11. Contribute to the preparation of reports, manuscripts and conference papers as required by the Chief Investigators.
12. Any other tasks as reasonably required by the supervisor, manager, and/or Director.
13. 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.

### **SELECTION CRITERIA:**

#### **Essential:**

1. Tertiary qualification in a health-related field and relevant registration with Australian Health Practitioners Regulation Agency (AHPRA) with at least four (4) years subsequent relevant experience.
2. Experience working in a culturally safe manner with Aboriginal and/or Torres Strait Islander communities in urban and remote clinical and/or research settings.
3. Experience working in complex multidisciplinary health research projects.
4. Excellent interpersonal, oral and written communication skills which will enable the position holder to communicate sensitively and effectively with a wide range of people at a variety of levels internal and external to Menzies, including people from diverse cultures.
5. Ability to work independently and as part of a research team, maintaining confidentiality of data and personal information.
6. Proven organisational and time management skills, punctuality and strong record keeping abilities with close attention to detail and accuracy.
7. Proficient in MS Office suite including experience with a range of software applications and data records management applications.
8. Ability to apply situational judgement in problem-solving.

#### **Desirable:**

1. Training and experience in venipuncture.

2. Experience in science or health sector research or health services particularly related to chronic or end-stage kidney disease
3. Knowledge of, or training in, Good Clinical Practice.

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

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Approved by: Human Resources

Date: 27 May 2021

<b><u>GSL 7</u></b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value GSL 7/1 (\$)</b>	<b>Maximum Value GSL 7/4 (\$)</b>
<b>Gross Salary</b> (position advertised as General Staff Level 7)	87,586	95,051
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	12,262	13,307
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	9,685
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,607	1,607
<b>Total Salary Package</b>	<b>111,220</b>	<b>119,651</b>