

POSITION DESCRIPTION

POSITION TITLE:	FNQ DIP Project Coordinator (Co-design)
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases
SUPERVISOR:	Senior Research Officer
CLASSIFICATION LEVEL:	GSL 7
SALARY RANGE:	\$89,426 - \$97,048 per annum, pro rata
STATUS (FTE):	0.8 -1.0 FTE
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none">- Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources (Queensland Health Directions-Workers in a healthcare setting)- Ability to obtain and maintain a current Working with Children Check (Blue Card)- Willingness to travel and rural and remote communities in FNQ (by light aircraft or 4WD) on a regular basis (for up to five days per month) and to the NT as required

ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Islander peoples, 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 commenced in 2011 in the Northern Territory and expanded into Far North Queensland (FNQ) in 2016. Originally focussed on the establishment of a clinical register and research activities to improve the care and outcomes for women (and their babies) who have had a pregnancy complicated by diabetes, our work has now expanded to include a focus on type 2 diabetes in children and Aboriginal and Torres Strait Islander young people.

This leadership role will undertake engagement and co-design with Aboriginal and/or Torres Strait women and communities to reduce diabetes risks before, during, and after pregnancy. **This role is designated for a woman who identifies as Aboriginal and/or Torres Strait Islander.** The successful candidate will be based in **Cairns** and travel may be required.

The successful candidate will work closely with the FNQ Diabetes Partnership Coordinator during the co-design process and may be required to support activities relating to the FNQ Diabetes in Pregnancy Clinical Register.

Only applications from Aboriginal and/or Torres Strait Islander women will be considered; there is a genuine need for the successful candidate to be female and Aboriginal and/or Torres Strait Islander to ensure that approaches are culturally responsive.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the supervisor:

1. Lead the study's engagement with Aboriginal and/or Torres Strait Islander women, communities (including women with diabetes, Elders, carers/family members), and health services, and liaising with these groups to help determine suitable study sites.
2. Plan and co-lead regular visits to FNQ study locations to engage with community members, lead and support recruitment of study participants, conduct workshops, and gather data.
3. Drive and monitor the implementation of diabetes in pregnancy co-design programs/strategies
4. Conduct day-to-day administrative management of the project which may include supporting submission of human research ethics applications and other required research governance processes.
5. Liaise with key Aboriginal and Torres Strait Islander stakeholders to ensure that study design and implementation are culturally responsive.
6. Ensure effective communication and maintenance of positive working relationships between researchers, study participants (women with diabetes, community members, and health professionals) at study sites, and other members of the team.
7. In line with relevant standards and guidelines, assist with undertaking study procedures including obtaining informed consent, facilitating data collection, data entry and storage as well as ethics reporting.
8. Coordinate regular stakeholder and working group meetings.
9. Coordinate and maintain systems to support the smooth running of the study.
10. Coordinate participant and stakeholder feedback materials / reports including drafting and development.

SELECTION CRITERIA:

Essential:

1. Tertiary qualifications and at least four (4) years subsequent relevant experience (public health, research, health promotion, health care, community development/community services) or an equivalent combination of relevant experience and/or training.
2. Professional experience working in the health, community and/or research sector in Far North Queensland.
3. Demonstrated skills and experience in facilitating workshops, group discussions and/or public speaking.
4. Demonstrated project management/coordination experience including the capacity to prioritise tasks, time management skills and a demonstrated ability to meet deadlines.
5. Demonstrated ability to communicate effectively, both verbally and in writing, to a range of audiences including a multidisciplinary team and people from diverse cultures.
6. Experience in/or ability and willingness to undertake recruitment of study participants, training on study procedures, for example: participant recruitment, liaising with community stakeholders, workshop facilitation, and data collection.
7. Strong record keeping skills, attention to detail, problem-solving skills, resourcefulness, punctuality and positive attitudes.
8. Ability to work with, and contribute to, a remote team.
9. Demonstrated competency using standard computer software applications including Microsoft Office Suite and internet browsers, and capacity to quickly develop competency using specialized software programs.
10. The ability to interact effectively with people from diverse cultures and vulnerable backgrounds, including Aboriginal and Torres Strait Islander.
11. 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 community-based research and/or community development activities and/or participatory action research with Aboriginal and/or Torres Strait Islander people and communities.
2. Previous experience in a research position or in a health or policy related area, with qualitative or quantitative data collection and handling.
3. Experience working in diabetes, child/maternal health, and/or chronic conditions with Aboriginal and/or Torres Strait Islander people and communities in Far North Queensland.
4. Experience in convening working group and/or providing secretariat support to committees/working groups.

Approved by: Menzies Human Resources

Date: 28 July 2022

<u>GSL 7</u>		
PACKAGE COMPONENT	Minimum Value GSL 7/1 (\$)	Maximum Value GSL 7/4 (\$)
Gross Salary (position advertised as General Staff Level 7)	89,426	97,048
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	12,520	13,587
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))	1,570	1,570
Total Salary Package	113,280	121,890