

Program Administrator

Fixed Term, Part Time (0.6 FTE to 0.8 FTE) Contract until Dec 2027

Looking for a role where your strong administrative skills can make a real impact?

Join a collaborative team where you'll provide high-quality support and help enable research that changes lives.

The Opportunity:

The DIABETES across the LIFECOURSE: Northern Australia Partnership (the Partnership) is one program of work that aims to improve health outcomes for Aboriginal and Torres Strait Islander people.

Specifically, the Partnership works across Northern Australia with a vision of working in partnership with Aboriginal and Torres Strait Islander people to break the cycle of Type 2 Diabetes and related conditions.

We are seeking a **Program Administrator** to support with a range of high-level administrative duties, to support this program of work.

The right person for our role will be someone who has strong administration skills, who is highly motivated and who is able to prioritise and manage competing deadlines.

If this speaks to your career goals and experience, and you would like to know more, please see a full list of primary responsibilities and selection criteria in the Position Description - <http://careers.menzies.edu.au>

What We Can Offer You:

- The opportunity to use your strong administrative skills to contribute to impactful, community-centred research.
- A collaborative and supportive team environment.
- The satisfaction of knowing your work improves lives.
- Base Salary: **\$102,737 - \$111,040** per annum (pro rata).
- Total Remuneration Package: **\$127,400 - \$136,902** per annum (pro rata).
- Generous leave provisions, including 6 weeks annual leave.
- Salary packaging up to \$15,900 per annum plus \$2,650 meal and entertainment card (tax free).
- Option to increase superannuation to 14%.

Why Menzies

Menzies is a national leader in research and education and works to improve health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research knowledge through genuine and effective

partnerships with communities across Australia and the Asia-Pacific region.

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and whom we work. We seek to amplify Aboriginal or Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and/or Torres Strait Islander peoples to apply for this position.

Want to Know More?

For further information about the role, please contact:

Anthony Gunther

Program Manager

Email: anthony.gunther@menzies.edu.au

How to obtain the Position Description, please visit:

Menzies' careers website: <http://careers.menzies.edu.au> or

Phone: 08 8946 8409 or

Email: The Recruitment Team at recruitment@menzies.edu.au

SEEK Applicants are encouraged to view the Position Description via our careers page.

How to Apply:

Simply click the '**Apply**' button on the advertisement page to submit your application.

Please upload the following documents:

- A cover letter with responses addressing the selection criteria in the Position Description, which must be no more than two (2) pages; and
- A current resume and two (2) recent professional referees.

Menzies is committed to diversity and inclusion in our workplace. Applicants who have support or access requirements, are encouraged to advise this at the time of their applications, to ensure appropriate assistance is provided throughout the recruitment process.

Closing date: **Sunday 19th July 2026**