

POSITION DESCRIPTION

POSITION TITLE:	Research Nurse
POSITION NUMBER:	6059
DIVISION / SECTION:	Wellbeing & Preventable Chronic Diseases
SUPERVISOR:	Clinical Research Manager (Project Manager) 5128
CLASSIFICATION LEVEL:	Research Nurse Level 2
SALARY RANGE:	\$102,725 - \$111,040 per annum, pro rata
STATUS (FTE):	0.8 – 1.0 FTE
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	1. Travel to remote communities (by light aircraft or 4WD) for up to five (5) days per trip, up to twelve (12) times per year. 2. Ability to obtain and maintain a current Working with Children Check (OCHRE card), National Police Clearance and NT driver's licence. 3. Comply with the NT Health Worker Immunisation Policy by providing proof of vaccination based on the work being undertaken in high-risk areas such as hospitals and laboratories and for exposure to blood or body substances from patients.

ABOUT 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.

SUMMARY OF POSITION:

The DIABETES Across the LIFECOURSE: Northern Australia Partnership is a collaboration between health service providers, policy makers, researchers, and communities across Northern Australia. Established in 2011, the Partnership has grown to include more than 40 staff and students working across the Northern Territory (NT) and Far North Queensland. Our main office is in Darwin. We are an innovative and diverse team with a mixture of skill sets and professional backgrounds. You can find out more about our work and impact at www.diabeteslifecourse.org.au.

This exciting role will contribute to the PANDORA study, which commenced in 2011 and is ongoing. Women were recruited for the study when they were pregnant and now these women and their children are being followed up. Wave 3 is the current wave of the study where children are now 12 – 18 years of

age. Wave 3 involves travelling across the NT (urban and remote) and interstate to see women and their children. This research seeks to understand the relationship between diabetes in pregnancy and clinical outcomes, including long term, for mothers and their children.

Reporting to PANDORA's Clinical Research Manager, this position will be responsible for undertaking research pathology tests such as blood-taking, and the processing of these pathology samples; other daily research activities such as contacting and booking participant appointments, managing equipment stock and purchasing consumables, doing research assessments, and conducting surveys with study participants. The ability to work in a culturally responsive way with participants, families, and communities is central to this role.

PRIMARY RESPONSIBILITIES:

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

1. Undertake daily research activities including obtaining informed consent, data collection and storage, as well as management of information related to the study design.
2. Undertake phlebotomy and specimen collection from adults and children, and process and store pathology specimens for analysis and transport to laboratories and storage as required.
3. Assisting in contacting participants and booking participant appointments, stocktake, and purchasing consumables required for participant appointments.
4. Ensure participant information is recorded accurately into MS Access database and REDCap electronic systems, and identify data issues with the Clinical Research Manager.
5. Assist the research team to provide health promotion and health education information to participants in both the urban and remote settings. This involves discussions with study participants and assisting with the preparation and collation of written information (i.e. brochures).
6. Effective communication with a range of stakeholders, study participants, Investigators and other members of the team.
7. Maintenance and nurturing of existing relationships as well as the development of new working relationships with community stakeholders in established study sites.
8. Complete other tasks and undertake training opportunities as reasonably required.
9. Assist in the preparation and submission of reports, project promotional material, research ethics applications, and their associated reporting obligations.
10. Ensure that duties are conducted in accordance with ethical, cultural and confidentiality requirements (including Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research), and in line with Menzies Study Protocol and Standard Operating Procedures.
11. 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.
12. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. Tertiary qualification in nursing with a minimum of three (3) year's experience.

2. Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)
3. Extensive experience with the collection, processing and storage of biological samples, in adults and young people.
4. Experience working in a culturally responsive manner with Aboriginal and/or Torres Strait Islander women and/or children, communities and organisations in a clinical and/or health promotion and/or research setting.
5. Strong record keeping abilities, including demonstrated ability to maintain confidentiality of data, personal and sensitive information, and exercise diplomacy and discretion when dealing with sensitive and confidential issues.
6. Demonstrated ability to assess and establish priorities, manage competing deadlines against expected timeframes, in a fast changing and fluid environment.
7. High degree of computer literacy and experience using Microsoft Office Suite, smart phones and tablet use, with the ability to adapt to new software as required.
8. Sound communication skills that enable sensitive and effective communication with a wide range of people, including internal and external stakeholders, and people from diverse cultures.
9. Excellent verbal and written communication skills, including demonstrated interpersonal skills and a proactive attitude to relationship building with people from diverse cultures and a wide range of stakeholders.
10. Demonstrated initiative and capacity to work independently without direct supervision as part of a multidisciplinary team.

Desirable:

1. Demonstrated experience in research in accordance with Good Clinical Practice (GCP) Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research.
2. Experience in the delivery of health promotion programs/activities with a focus on diabetes and/or other chronic conditions.
3. Experience working in the remote Northern Australian Context.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

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

SPECIAL CONSIDERATIONS:

Please note this is a female identified role. An applicant's gender is a genuine occupational requirement of this position, authorised by s35 of the [Anti-Discrimination Act 1992](#) (NT) and Division 4 (s30, ss1 & ss2a,c,g,e,& h) of the [Sex Discrimination Act 1984](#).

APPROVED BY: Menzies Human Resources
DATE: 25 June 2026

Research Nurse - Level 2		
PACKAGE COMPONENT	Minimum Value RN 2/1 (\$)	Maximum Value RN 2/4 (\$)
Gross Salary (position advertised as Research Nurse Level 2)	102,725	111,040
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	14,382	15,546
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,506
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,811	1,811
Total Salary Package	127,386	136,902