

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



**Why is this Job Description being written?**  New Position  Replacement Position  Position re-designed  Position not previously described

### POSITION DETAILS:

**Position Title:** **PROJECT OFFICER - KIMBERLEY SToP TRIAL**

**Division:**

Wesfarmers Centre of Vaccines and Infectious Diseases

**Department:**

StrepA, RHD & Skin Health

**Position reports to: (role)**

Project Manager – Skin Health

**Location:** *include all possible locations*

Broome and Kimberley region.

### POSITION PURPOSE:

In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

The Research Officer – Kimberley SToP Trial will be based in Broome and the primary role will be to conduct research activities to implement a stepped wedge cluster randomised trial (The SToP [See Treat Prevent skin sores and scabies] Trial). This trial will test an evidence based, streamlined comprehensive clinical treatment regimen including environmental health and health promotion activities to reduce the burden of skin infections in both the East and West Kimberley. This role will be based in the Telethon Kids Kimberley office in Broome and will require extensive and regular travel to 9 remote communities in the Kimberley region over a three to five year period. Candidates should be passionate about clinical research, working in remote communities, working with vulnerable and low resource populations and working in a supportive and dynamic work place environment. The ideal candidate will reside in the Kimberley region and have local knowledge and experience working with remote Aboriginal communities. The successful candidate will work closely with the Project Coordinator (Broome), and Project Manager (Perth) under the leadership of the Skin Health Team Leader. Ongoing consultation and negotiations with local communities and other relevant stakeholders is critical to this trial. This role is expected to further develop these relationships and maintain engagement with local stakeholders. This role will report to the Project Manager based in Perth.

### KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured
<b>Project Implementation</b>	70%	<ul style="list-style-type: none"> <li>• Under the direction of the Research Coordinator:               <ul style="list-style-type: none"> <li>○ Schedule, organise, and implement study community consultation and engagement visits as required.</li> <li>○ Schedule, organise and implement trial data collection visits, and ensure that all procedures are conducted in compliance with trial protocol and applicable regulatory guidelines.</li> <li>○ Includes travel to various remote locations in the Kimberley to complete/assist with data collection activities.</li> <li>○ Includes working in alignment with Telethon Kids Kimberley Coordinator and team where possible to ensure overall coordinated approach to research conducted in the Kimberley.</li> </ul> </li> <li>• Assist the project team to conduct data collection, complete data entry in case report forms, and other pre-post-visit documentation requirements. This includes regular travel to various remote locations in the Kimberley including remote communities.</li> <li>• Assist in completing/provide documentation to monitor study progress (e.g. participant recruitment, safety events, protocol compliance) at study sites and support sites in implementing strategies to ensure compliance with the study protocol.</li> <li>• Adhere to and document trial procedures according to good clinical practice (GCP) principles and the trial protocol.</li> <li>• Extensive and regular travel to various remote locations (including 9 remote communities) in the Kimberley.</li> <li>• Work collaboratively with other researchers, volunteers and other study staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Data collection completed according to project timelines and principals of GCP.</li> <li>• Preparation and maintenance of project records and documentation.</li> <li>• Successful implementation of data collection visits.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from project stakeholders and collaborators.</li> <li>• Meet all project milestones as agreed by the Team Leader and Project Manager.</li> <li>• Positive feedback from Project Coordinator, Project Manager, Team Leader.</li> </ul>

<b>Community Engagement, Team Membership and Communication</b>	20%	<ul style="list-style-type: none"> <li>Actively represent the project at relevant forums, seminars and conferences.</li> <li>Build and maintain positive and mutually beneficial relationships with relevant government and non-government organisations, policy makers and community groups to maximise knowledge of and support for the project in the wider community.</li> <li>Maintain community enthusiasm, knowledge of and engagement with the trial.</li> <li>Maintain clear communication with Telethon Kids Kimberley Coordinator and team to keep them informed of project progress and work in partnership where appropriate.</li> <li>Provide clear communication and ensure the project team are kept informed of project progress.</li> <li>Cooperate with others to meet team and project goals, address conflict in a positive manner.</li> </ul>	<ul style="list-style-type: none"> <li>Promotion and achievement of the objectives of the project.</li> <li>Responsive engagement with project stakeholders and their needs.</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from project stakeholders, collaborators and colleagues.</li> </ul>
<b>Other Tasks as Required</b>	10%	<ul style="list-style-type: none"> <li>Perform other relevant duties as required</li> </ul>		<ul style="list-style-type: none"> <li>Feedback from Project Coordinator, Project Manager and Team Leader.</li> </ul>

**ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:**

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

Undergraduate degree in health or medical science or related field and/or equivalent relevant industry experience

**Skills, Knowledge & Experience:**

Experience in health related research  
Proven project organisation and time management abilities in a research context  
Highly organised  
Ability to work independently, take initiative, communicate and work within a team  
Excellent verbal and written communication skills, including demonstrated interpersonal skills and a proactive attitude to relationship building with relevant stakeholders  
Experience working in Indigenous health or other low-resource settings  
Knowledge and understanding of Aboriginal culture  
Availability for extensive travel, sometimes at short notice and for one to two weeks at a time.

## DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

**Desirable Qualifications:** what are the desired educational, technical or professional qualifications required to competently perform role

Good Clinical Practice certification

**Desirable Skills, Knowledge & Experience:**

Knowledge of skin infections and other infectious diseases  
 Experience in community engagement  
 Experience in developing and delivering health educational resources and training materials  
 Demonstrated ability to work with Aboriginal and Torres Strait Islander people  
 Interest, experience and enthusiasm relevant to health service delivery, public health, health policy and advocacy  
 Completed 4WD training course (via a Registered Training Organisation)

## SCOPE:

**Financial accountability:** Does this role have accountability for a budget?

- No

**People responsibility:** Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

None

No. of indirect reports

None

**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

Team Leader – Skin Health (Perth)

Program Manager – StrepA, RHD & Skin Health (Perth)

Kimberley Coordinator - KARDU (Broome)

Immediate level of supervision

Project Manager – Skin Health (Perth)

Other roles reporting to immediate supervisor

Project Coordinator – Kimberley SToP Trial (Broome)

Project Officer – Kimberley SToP Trial (Broome)

Research Assistant (Perth)

Direct reports (role x no.)

**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

Skin infections are a major burden in Aboriginal children. The bacteria causing these infections are *Streptococcus pyogenes* (also known as Group A streptococcus [GAS]) and *Staphylococcus aureus*. Both of these bacterial skin infections may lead to invasive infections with consequent hospitalisation, and GAS results in non-suppurative sequelae such as acute post streptococcal glomerulonephritis (APSGN) and possibly rheumatic heart disease (RHD). The clinical trial managed by the successful applicant aims to implement and evaluate a comprehensive, sustainable approach to improving skin health in Kimberley children, using a cluster randomised, stepped-wedge design.

The position will be part of the Skin Health team, within the StrepA, RHD & Skin Health team. The StrepA, RHD & Skin Health team are a multidisciplinary team of researchers working to reduce the burden of GAS diseases, with a particular focus on RHD. Acute rheumatic fever (ARF) and RHD are most common in developing countries and in vulnerable populations in high income countries. In Australia, Aboriginal and Torres Strait Islanders live with a substantial burden of RHD. Our research is focused on reducing this burden through basic science, implementation science and policy advocacy. Our core team are physically located at the Telethon Kids Institute in Perth with a number of remote staff and large number of national and international research collaborators. This position provides an opportunity to be part of an exciting research agenda and a growing team of dedicated professionals. This position will be based at the Telethon Kids Kimberley office in Broome.