

Position Description	
POSITION TITLE	Research Assistant
CAREER STEP	Research
REPORTING RELATIONSHIP	Head of Nutrition Science, Dr Jason Wu
PROGRAM	Food Policy
EMPLOYMENT DURATION	Casual
TYPE OF EMPLOYMENT	Casual
DATE	May 2021

The George Institute for Global Health

We are a medical research institute affiliated with leading universities aiming to challenge the status quo in health care. With 700+ people around the world, and projects in over 40 countries, our Strategy 2025 is all about impact – specifically, the impact of The George Institute’s activities on the health of millions of people, particularly those living in disadvantaged circumstances around the world.

Our strategy focuses on three key research priorities:

- Better Treatments: finding better treatments for the world’s biggest health problems
- Better Care: transforming primary health care to support better health for more people
- Healthier Societies: harnessing the power of communities, governments and markets to improve health

Our innovative commercial enterprises help maximise our impact.

Here is a sample of the things we are doing to achieve our goal of having the greatest possible impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure
- In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping
- In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day
- In rural India, we have shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we’re looking at similar approaches to treating chronic diseases in Indonesia and China
- Together with Aboriginal communities in NSW, Australia, we developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
- We are developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally.

Context of the Role

The Food Policy team primarily focuses its research in addressing food and nutrition issues. Salt has been a particular focus, with the Institute hosting both a Centre for Research Excellence in Salt Reduction and a World Health Organization Collaborating Centre in salt reduction. Our work involves



both qualitative and quantitative research, including the utilization of large databases describing the changing composition of foods in Australia and other countries around the world, as well as working closely with policy makers and commercial organizations to develop and evaluate programs that will lead to real changes to the food environment.

The aim of the Food Policy team is to generate high-quality evidence regarding the prevention of diet related ill health and to see this translated into policies and practices.

The Role

The Research Assistant is required to support the nutrition component of the Food Farmacy trial through providing nutrition advice and support to participants as well as being responsible for the administrative responsibilities associated with the trial.

Reporting Relationships

The Research Assistant reports to the Head of the Nutrition Science Program, Dr Jason Wu

Duties and Key Responsibilities

- Provide dietary advice to study participants
- Undertake 24-hour diet recalls assessing dietary intakes of participants
- Provide administrative and technical support to study team
- Communicate with study sites and respond to queries
- Assist with study tracking and documentation
- Assist in the distribution of study documents to investigators
- Assist with the preparation of study-related presentation materials
- Data entry, ensuring data quality, accuracy, completeness and timeliness of data completion
- Preparing paperwork required by the study and any study materials
- Assist in managing effective communication with the key stakeholders (participants, clinicians and investigators)
- Assist with the preparation of reports and publications about the study as required
- Ad hoc project work as required

As a Team Member:

- Participate in special projects to improve processes, tools, systems and organisation;
- Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of The Institute's Performance Management and Development Policy;
- Demonstrate commitment to The Institute's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration and teamwork in all efforts.

Work, Health and Safety

- Comply with Work Health and Safety legislation and operate in accordance with established Occupational Health and Safety practice and procedures at the Institute;
- Promote and contribute to a safe, secure environment for staff and visitors.

Skills, Knowledge and Experience

Essential

- Bachelor of Science or Masters (or equivalent) in Nutrition and Dietetics
- Member of Dietitians Australia with Provisional or Full APD (Accredited Practicing Dietitian) status



- Demonstrated commitment to excellence in dietetic practice
- Excellent written language communication skills and ability to draft a wide range of documents
- Excellent organisational skills, having the ability to organise, take initiative and follow up independently
- Proficient in the use of the Microsoft Office suite of products, including Word, Excel, PowerPoint and Outlook and the Internet
- Ability to work well within a research team and excellent interpersonal skills
- Strong focus on quality of work.