

Position Description	
POSITION TITLE	Research Assistant
CAREER STEP	Research / Foundation
REPORTING RELATIONSHIP	Program Director, Health Promotion & Behaviour Change
PROGRAM	Food Policy
EMPLOYMENT DURATION	6 months
TYPE OF EMPLOYMENT	Fixed term, 0.4 FTE
DATE	1 June 2021

The George Institute for Global Health

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

This role will be held within the Food Policy Division of The George Institute’s Australia Office.



The Role

The Research Assistant is required to support data collection for an innovative project on the effects of autonomous vehicles on diets and physical activity. There is potential for the right candidate to progress to do a PhD related to this work.

Reporting Relationships

The Research Assistant reports to the Program Director, Health Promotion & Behaviour Change.

Duties and Key Responsibilities

- Provide administrative and technical support to study team
- Scheduling and conducting interviews
- Arranging and checking transcriptions
- Checking transcriptions
- Communicate with study participants and respond to queries
- Assist with study tracking and documentation
- Assist in the distribution of study documents to investigators
- Assist with planning and organising regular meetings
- Preparing paperwork required by the study and any study materials
- 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

- Tertiary qualification in health, management, or transport discipline
- Excellent oral language skills
- Excellent written language skills
- Excellent organisational skills, having the ability to organise, take initiative and follow up independently
- Methodical and systematic, with good attention to detail
- Proficient in the use of the Microsoft Office suite of products, including Word, Excel, PowerPoint and Outlook and the Internet
- Ability to be flexible and adaptable in the face of changing organisational priorities
- Ability to work well within a research team and excellent interpersonal skills
- Strong focus on quality of work.