

Position Description	
POSITION TITLE	Research Assistant
REPORTING RELATIONSHIP	Kathy Trieu
TEAM / PROGRAM	Advocacy and Policy Impact (Food Policy)
CAREER STEP	Research / Foundation
EMPLOYMENT DURATION	1 year
TYPE OF EMPLOYMENT	Full Time, 1 FTE
DATE	1 July 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
- And much more...

Context of the Role

The Advocacy and Policy Impact (API) team within the food policy division has a cross-cutting remit to strengthen advocacy and policy impact throughout the organization, and a strong focus on food and nutrition policy impact. We have three main areas of work:



1. Support countries to research and implement evidence-based salt reduction interventions as the designated **World Health Organization Collaborating Center on Population Salt Reduction (WHO CC SALT)**. This includes providing direct support to WHO and countries, producing and disseminating resources and extending the evidence base.
2. Research on food policy and advocacy intervention: with existing programs of research on food policy in the Pacific Islands, salt reduction programs in Vietnam and Victoria and ongoing program of regularly updated systematic reviews.
3. Strengthening research impact: through developing and testing frameworks for research impact and contributing to communications and advocacy (thought leadership) programs.

The Role

The Research Assistant is required to support the research and advocacy work as well as being responsible for some of the administrative responsibilities of the team. There is scope for the right candidate to progress to undertake a PhD within the team.

Reporting Relationships

The Research Assistant will report to the Head of the Advocacy and Policy Impact team but will support the work of the wider team.

Duties and Key Responsibilities

- Contributing to systematic reviews, collating materials and drafting copy for peer-reviewed journal articles relating to the above work
- Provide administrative and technical support to study team
- Providing support for the development of tools and resources to support salt reduction, food reformulation and monitoring of the food supply
- Conduct literature searches and assist with the preparing of grant applications
- Assist with ethics applications and documentation
- Assist in the development of communicational materials
- Assist with planning and organising regular meetings
- 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

- Masters or equivalent qualifications in science, nutrition, or healthcare discipline
- Good understanding of complexities of global health
- Experience in quantitative or qualitative research methodologies
- 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
- 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.