

Position Description	
<b>POSITION TITLE</b>	Research Assistant
<b>REPORTING RELATIONSHIP</b>	Program Lead, Aboriginal and Torres Strait Islander Health Program and Head of Advocacy and Policy Impact, Food Policy
<b>PROGRAM</b>	Food Policy / Aboriginal and Torres Strait Islander Health Program
<b>EMPLOYMENT DURATION</b>	July 2021 – July 2022
<b>TYPE OF EMPLOYMENT</b>	1.0 FTE
<b>DATE</b>	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.



## Context of the Role

This new role is primarily about supporting food and nutrition projects within The George Institute's **Aboriginal and Torres Strait Islander Health Program**. This program cuts across content areas and is conducted within Aboriginal and Torres Strait Islander ways of knowing, being and doing, with a focus on social determinants of health, health systems and healthcare delivery. We maintain an Aboriginal and Torres Strait Islander paradigm of health and healing (physical, emotional, social, cultural, and spiritual) and a commitment to impacting lives through by influencing policy.

Underlying principles of our Program are:

- Strong Aboriginal and Torres Strait Islander leadership and a commitment to using strengths-based approaches
- Capacity building for the next generation of researchers in Aboriginal and Torres Strait Islander health, and for non-Indigenous researchers to enable collaborative approaches to conducting high quality, ethically sound research in partnership with First Nations organisations, communities, and individuals
- Genuine engagement with Aboriginal and Torres Strait Islander peoples, other First Nations peoples and communities with research determined by community priorities

## The Project

The main project is about improving food and water security in Aboriginal and Torres Strait Islander communities. Building on the Yuwaya Ngarra-li (YN) partnership between the Dharriwaa Elders Group in Walgett and the University of New South Wales (UNSW), Sydney, the project aims to use innovative community-led processes and frameworks, encompassing Indigenous rights and knowledges, to strengthen, implement and evaluate community solutions and build resilience to mitigate future risks to food and water security. This includes a community garden and vegetable box schemes, school food projects, establishment of drinking water kiosks and engagement with the local council to improve drinking water quality.

The project is funded through a prestigious National Health and Medical Research Council IDEAS grant and supported by a multi-disciplinary team including health, social science, food policy, engineering, and health care workers. Following a series of threats to food and water security in Walgett, the Aboriginal community has prioritised the need to establish resilient food and water systems to ensure a sustainable, secure local supply of affordable, nutritious food and safe drinking water. In 2019, the YN partnership launched the Walgett Food and Water for Life Project, with a view to pioneering innovative solutions to food and water security.

## The Role

The Research Assistant will work closely with the Food and Water for Life Project team to support the project management and provide research support to the project (3 days). The Research Assistant will also provide support for Aboriginal and Torres Strait Islander engagement.

The Research Assistant will work closely with and be supported by the broader Aboriginal and Torres Strait Islander Health Program Team and the Food Policy Team at TGI, to support existing and new programs relating to Aboriginal and Torres Strait Islander Health with a focus on food and nutrition.



There is also potential for someone with the right interests and drive to progress to achieve their further education goals, potentially leading to a Masters degree or PhD on food policy.

### Reporting Relationships

The Research Assistant will report into the Program Lead for the Aboriginal and Torres Strait Islander Health Program, will work closely with the Chief Investigator for the Food and Water for Life Project and other project team members, including the Yuwaya Ngarra-li team at UNSW.

The Research Assistant will be situated within the Aboriginal and Torres Strait Islander Health Program at TGI and be supported by other Aboriginal and Torres Strait Islander staff and students.

### Duties and Key Responsibilities

- Providing project management and administrative support to the Food and Water for Life Project
- Organising agendas and papers for meetings and documenting outcomes and actions
- Liaising between members of the project team (TGI, Yuwaya Ngarra-li staff at UNSW, Dharriwaa Elders Group, Walgett Aboriginal Medical Services, and others) to help co-ordinate actions
- Lead communications between partner institutions and ensure regular updates to project team
- Assist in report writing and ensuring final reports are submitted within the required deadlines
- Provide ongoing support to Food and Water for Life team in program delivery
- Provide feedback to the Research Advisory Group and Food and Water for Life working party involved in the project on project progress and results
- Monitor program delivery and ensure ongoing quality of program
- Provide executive support for the Aboriginal Advisory group for the Join Us Register
- Liaison with AH&MRC and potential “partner” organisations

### General roles and responsibilities

- Support other relevant Aboriginal and Torres Strait Islander Programs as required
- Ensure that any research component is being conducted in line with NHMRC ethical guidelines for the conduct of Aboriginal and Torres Strait Islander research, NSW AH&MRC and Yuwaya Ngarra-li research protocols
- Observe financial and administrative guidelines of the George Institute
- Comply with OH&S legislation and operate in accordance with established OH&S practice and procedures at the George Institute
- Promote and contribute to a safe, secure environment for staff and visitors.

### Skills, Knowledge and Experience

- Experience within public health, Aboriginal health research or medical research, or in health care environments
- Interest in and capacity to establish expertise in food and water security, nutrition, and public health
- Experience within Aboriginal health care and/or Aboriginal community liaison experience with an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people
- Ability to effectively communicate and work with Aboriginal community organisations and staff
- Excellent planning and organisational skills, including the ability to manage a range of tasks with conflicting priorities and to meet deadlines whilst maintaining accuracy



- Strong project management skills particularly in a research, coordination, and development environment
- Demonstrated ability to maintain confidentiality and comply with privacy requirements
- Proven ability to work as a member of a team as well as completing tasks without supervision

#### General

- Proactive approach to work
- Proficient in the use of the Microsoft Office suite of products (including Word, Excel, PowerPoint, Outlook)
- Excellent interpersonal skills and the ability to work well and flexibly i.e. autonomously, in small teams and with a wide range of varying stakeholders
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments.
- Strong focus on quality of work

#### 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.

#### This is an Identified Position

**In this position, the incumbent's race is a genuine occupational qualification and authorised by Section 14(d) of the Anti-Discrimination Act 1977.**

**The George Institute will accept proof of Aboriginality confirming the incumbent:**

- **Is of Aboriginal and/or Torres Strait Islander descent**
- **Identifies as an Aboriginal and/or Torres Strait Islander person, and**
- **Is accepted by the Aboriginal community in which they live.**