

Position Description	
POSITION TITLE	Manager, Commissioned Research Australia
REPORTING RELATIONSHIP	Director, CORE and Head of Operations, TGI Australia
TEAM / PROGRAM	CORE (Centre for Operational and Research Excellence)
EMPLOYMENT DURATION	2 Years
TYPE OF EMPLOYMENT	Part Time / Full Time (0.4 FTE – 1 FTE)
DATE	July 2021

The George Institute for Global Health

'The George' is 700+ people focused on improving the health of millions of people worldwide. An independent medical research institute affiliated with leading universities and with projects in approximately 50 countries, we are challenging the status quo in healthcare to find the best ways to prevent and treat chronic disease and injury, and to influence policy and practice worldwide. Our innovative commercial enterprises help maximise our impact.

The George's 2025 strategic plan has three key priorities:

1. Better treatments: Finding better treatments for the world's biggest health problems
2. Better care: Transforming primary health care to deliver better health to more people
3. Healthier societies: Harnessing the power of governments, markets, and communities to improve health.

Here is just a sample of the things we're doing to have the greatest impact on global health:

- Better treatments:
 - We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure
 - We're developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally.
- Better care:
 - 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've shown that mobile technology can help diagnose mental health issues, as well as help treat cardiovascular disease, and we're looking at similar approaches to treating chronic diseases in Indonesia and China
 - We've shown that simple text messaging can help prevent heart attack and stroke. Now, we're working to roll this out globally to prevent chronic diseases affecting millions of people.
- Healthier societies:
 - Together with Aboriginal communities in NSW, Australia, we've developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
 - In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping.

And much more...



Context of the Role

The Centre for Operational and Research Excellence (CORE) team provide high-quality expertise, as well as robust operations, systems, and processes to deliver The George Institute's research strategy.

The Role

The Manager, Commissioned Research Australia will be responsible for the leadership and management of the Commissioned Research Program at The George Institute, within Australia. The focus of the role is on Commissioned Research projects within Australia, with a strong emphasis on leading and managing TGI tender responses to Australian federal and state government agencies. The role will also entail working collaboratively with counterparts who are leading and managing global commissioned research at TGI to support optimal processes, approaches, and tools, across the institute.

Reporting Relationships

The Manager, Commissioned Research will report to the Director, CORE and the Head of Operations, TGI Australia.

The position currently has no direct reports, but the role may encompass supervision of team members.

Duties and Key Responsibilities

- Leadership and management of the Institute's Commissioned Research Program in Australia, including input into the strategic direction for expanding commissioned research opportunities
- Take part in delivery of work commissioned to the George Institute as appropriate.
- Manage stakeholder relationships internally and externally, including with other commissioning organisations and peak consumer groups / organisations
- Management and execution of the commissioned research process from start to end
- Identify and coordinate relevant contract research opportunities and proposals, including provision of advice on appropriate resourcing (i.e. content and methodological expertise) to ensure project delivery (with TGI academics and external parties where appropriate)
- Provide advice, guidance and support to research teams bidding for and undertaking commissioned research including (but not limited to) pricing the work, contract management and editorial oversight
- Oversee the quality and timeliness of relevant projects, ensuring project outputs are of a high standard
- Develop plans upfront to ensure scalability and impact of research and other related programs of work
- Contribute to improving and further developing research capacity as appropriate to the role
- People management and management of relevant budgets, where 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

- Appropriate tertiary qualifications and/or demonstrated relevant, equivalent professional experience.
- Significant knowledge and understanding of the Australian healthcare system and key stakeholders
- Demonstrated leadership and mentoring skills
- Experience working in both health policy and research environments
- Demonstrated skills and experience in managing all aspects of health research
- Demonstrated experience in managing teams to deliver quality outcomes to tight deadlines
- Demonstrated high level negotiation, consultation, and relationship management skills with a diverse range of stakeholders
- Demonstrated high level oral, written communication, and computer skills
- Previous commissioned research experience, including preparation of tender bids
- Strong problem solving, analytical skills, and strategic thinking
- 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
- Strong influencing skills
- Ability to see the big picture, yet still focus on detail
- Ability to be flexible and adaptable in the face of changing organisational priorities
- Strong focus on quality of work.