Position Description	
POSITION TITLE	**Senior Quality Assurance Associate**
CAREER STEP	**Independent**
REPORTING RELATIONSHIP	**Quality Assurance Manager**
TEAM / PROGRAM	**CORE**
EMPLOYMENT DURATION	**Fixed Term 24 months**
TYPE OF EMPLOYMENT	**Part-time 0.4-0.5 FTE**
DATE	**October 2021**

The George Institute for Global Health

The George Institute ('TGI') employs 700+ people, focused on improving the health of millions of people worldwide. As a 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.

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
- We've shown that simple text messaging can help prevent heart attack and stroke. Now, we're working with Google to roll this out globally to prevent chronic diseases affecting millions of people
- In rural India, we've 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've developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
- 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
- And much more...

The Centre for Operational and Research Excellence (CORE) is responsible for delivery and implementation of the Institute's research strategy globally. CORE consists of three groups: Research Strategy and Services, Global Project Operations and Statistics. CORE's aim is to provide high quality expertise as well as centralised and integrated research management systems and services to ensure effective and high-quality delivery of each TGI's research program from its design to its outputs.

The Role

The role will be responsible for supporting research operations in achieving quality processes, compliance, risk review and management through establishing regional processes in line with the global quality assurance framework.

The Senior Quality Assurance Associate is responsible for coordinating CORE quality assurance processes implementation, maintenance, and reporting.

The role will work closely with the Quality Assurance Manager to develop, coordinate and review Policies and Standard Operating Procedures under CORE.

Reporting Relationships
The Senior Quality Assurance Associate will report directly to the Quality Assurance Manager.

Duties and Key Responsibilities
- Establish the risk management process and conduct project risk review and escalations for Australia
- Coordinate the review of Policies and SOPs, WIs and related ADs, and adjust to meet regional requirements through feedback towards improvements
- Encourage and promote awareness and knowledge of quality assurance and initiatives in Australia and globally
- Develop and contribute content to the CORE pages in Gwiz such as SPoT (the 'Single Point of Truth' database project) and Policies/SOPs
- Coordinate and manage the content of the Project Operations Resource Toolkit and Quality Assurance sites in Gwiz
- Manage project/clinical trials insurance and liaise with the broker and internal team as required including provision of the annual listing
- Work with other Quality Assurance staff across TGI regions to learn from each other (e.g gap analysis, quality framework, improvements, and governance)
- Provide Quality Assurance feedback or issues to the ASURE committee
- Work with researchers to maintain annual compliance of the Research Code of Conduct Policy through creating awareness and mandatory training.
- Fulfil the role of the Research Integrity Officer (RIO) in any complaints, working with the Quality Assurance Manager and Director of CORE.
- Support annual compliance for specific research operations requirements (e.g NHMRC, NIH, Conflict of Interest reporting, GDPR compliance)
- Support the use of SPoT and ensure the quality of the data in SPoT databases to be accurate, up-to date and complete
- Involve in the training of the SPoT databases (Projects, Funding, Publications, and others) in the region
- Escalation of issues related to compliance, risk, and breaches of the research code of conduct to the Quality Assurance Manager
- Assist to resolve issues related to compliance, risk and breached of the research code of conduct working closely with the Quality Assurance Manager
- Establish and maintain a TGI Vendor List

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

Knowledge, Experience and Skills

Essential
- Tertiary qualifications in a health-related field, or relevant equivalent work experience
- A minimum of 5 years' experience in research operations environment e.g. project operations, safety, data management or project systems.
- Good computer knowledge and skills in using various tools, applications, and systems
- Knowledge of ICH-GCP guidelines, ethical and regulatory research requirements
- Strong interpersonal and written communication skills
- Strong problem solving and analytical skills
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments

Desirable
- Strong focus and interest in continuous improvements
- Knowledge of risk management strategies or operational risk overview within a health research environment