

Job Description	
<b>JOB TITLE</b>	Program Officer, Research Training
<b>CAREER STEP</b>	Intermediate
<b>REPORTING RELATIONSHIP</b>	Director, Global Project Operations
<b>TEAM</b>	Centre for Operational and Research Excellence
<b>EMPLOYMENT DURATION</b>	12 months
<b>TYPE OF EMPLOYMENT</b>	0.8 – 1.0 FTE
<b>DATE</b>	Nov 2021

### The George Institute for Global Health (TGI)

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.

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 and its Context**

The Centre for Operational and Research Excellence (CORE) was established in 2019 as TGI's research enabler. CORE's mission is to provide high-quality expertise as well as robust operations, systems and processes to deliver The George Institute's research strategy.

A key CORE initiative is the development of Learning and Training modules in research operations, both internally and externally, including the flagship Fundamentals of Research Methods program which has recently been launched.

The Program Officer, Research Training is responsible for the overall coordination of

- TGI training programs for external clients
- CORE-led learning and training for TGI staff

The role will significantly involve stakeholder relationship management with key external partners and collaborate with various team members globally across TGI.

### **Reporting Relationships**

The role reports to Director, Global Project Operations.

### **Duties and Key Responsibilities**

#### ***TGI training programs for external clients***

- Responsible for the full cycle of The George Institute's online and face to face research training courses from marketing to delivery of training to students
- Liaise with relevant partners and work collaboratively to develop new initiatives that contribute to the expansion of the program
- Organise the development of the online and face to face training courses by liaising with subject matter experts across The George Institute
- Manage the technical upload of research training courses to Moodle and other platforms, including allocation and tracking of students
- Conduct marketing activities in relation to the research training programs and manage the recruitment of new clients and participants for the programs
- Maintain and update The George Institute's website on research training
- Prepare and execute effective course/training timetables
- Ensure a high standard of service delivery to students / trainees, including seeking, collating and implementing feedback
- Review and monitor all training delivery to ensure it meets all relevant standards

#### ***CORE-led learning and training for George Institute staff***

- Organise the George Institute CORE-led Seminar Series including developing the program, identifying speakers and ensure relevant logistics are in place
- Coordinate the development of the CORE onboarding program
- Assist with the development of e-learning modules using Articulate
- Work with subject matter experts across The George Institute to develop 'George Learning' modules
- Support the learning and training strategy of CORE
- Update the content on the George Institute intranet site to ensure accuracy and currency
- Participate and contribute to the Learning @ The George Working Group



#### *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 TGI's Performance Management and Development Policy;
- Demonstrate commitment to TGI'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 TGI;
- Promote and contribute to a safe, secure environment for staff and visitors.

### **Skills, Knowledge and Experience**

#### *Essential*

- Tertiary qualification in a health, science or research discipline or a combination of relevant experience and/or education/training
- Demonstrated knowledge and experience in managing learning and/or training programs
- Ability to develop effective stakeholder relationships with external clients locally and globally
- Demonstrates a growth mindset and openness to learn
- Good computer knowledge and skills in using various tools, applications and systems
- Strong written and verbal communication skills, along with an understanding of cross-cultural sensitivities
- Strong problem solving and analytical skills
- Excellent organisational and coordination skills
- Ability to work autonomously and in a team environment
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments

#### *Desirable*

- Experience in working at a tertiary institution or a health and medical research institute
- Understanding of research training or teaching in the tertiary sector
- Understanding of adult learning principles and how to apply these
- Experience in dealing with stakeholders in low and middle income countries.