

Job Description	
JOB TITLE	Project Manager (Identified position)
CAREER STEP	Projects/Independent
REPORTING RELATIONSHIP	Program Lead, Aboriginal and Torres Strait Islander Health Program
DIVISION	Aboriginal and Torres Strait Islander Health Program
EMPLOYMENT DURATION	2-year, Fixed Term contract
TYPE OF EMPLOYMENT	Full Time (1 FTE)
DATE	February 2022

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 George Institute’s Aboriginal and Torres Strait Islander Health 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 making impact through translation that influences policy.

The Aboriginal Project Manager will work across two projects (Safe Pathways, Community Co-ordinated Burn Care) and will be required to assist on projects across the Aboriginal and Torres Strait Islander Health Program when necessary.

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.

Project Overview

It is well acknowledged that burn injury can be a devastating injury and chances of a good recovery are increased when people have access to consistent ongoing care following discharge from hospital. Aboriginal and Torres Strait Islander children are more than 2 times more likely to suffer a burn injury than other Australian children. In response to what families have said to us we have developed in partnership with Aboriginal and Torres Strait Islander communities, families, and organisations two programs, the Safe Pathways, and the Community Co-ordinated Burn Care projects.

The projects aim to:

Safe Pathways - The aim of this program is to work in partnership with an Aboriginal Health worker, Westmead burn unit team members and families to develop a specific patient-centered discharge and follow-up planning service. We aim to develop a model of care that will be integrated in the burns clinic and will enhance health care for Aboriginal and Torres Strait Islander children and their families.

CCBC - The aim of this program is to integrate different evidence-based interventions (ACCHS service delivery, NSW Burn injury service training program, hub and spoke model of care and shared model of care) which have shown positive impact and translate them into an integral and culturally appropriate model of care for Aboriginal and Torres Strait Islander children who have sustained a burn injury. This integrated model of care will increase access to high quality and culturally safe burn care for Aboriginal and Torres Strait Islander people to improve health outcomes.

The Role

The Project Manager position is required to develop and maintain relationships with key study personnel across the study sites, recruit and / or support staff at health services, provide training when needed and ensure quality of data collection. This position will be responsible for and contributing towards preparation of study materials and ethics applications, the conduct of literature reviews. In addition, the position will have the opportunity to conduct research incorporating multiple methods



and methodologies including Indigenous research methods, qualitative and quantitative research and contribute to reports and papers to share findings with stakeholders, service providers and researchers.

The Project Manager will support and work closely with team members in the Aboriginal and Torres Strait Islander Health Program at The George Institute in Sydney. Some travel to the study sites is anticipated.

Reporting Relationships

The Project Manager reports to the Program Lead of the Aboriginal and Torres Strait Islander Health Program.

Duties and Key Responsibilities

- Manage and oversee the project ensuring the timely delivery of milestone and agreed outcomes
- Engagement and liaison with key stakeholders including peak bodies, health services and community partners
- Work with the project lead in the conduct of research including conduct of yarning, focus groups and interviews with stakeholders
- Contribute to development of research tools and program documentation
- Monitor and track budget allocated for the project
- Ensure all communications and work practices are effective and culturally acceptable and are delivered in a manner sensitive to the cultural principles of Aboriginal and Torres Strait Islander communities and staff
- Communicate effectively and regularly with study personnel
- Travel to study sites including regional areas to oversee data collections sites as required
- Liaise with key stakeholders involved to ensure a strong collaborative relationship is built
- Prioritise and manage daily workload in order to meet all deadlines
- Manage the Day-to-day project administration activities
- Conduct quality checks at study site locations
- 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.

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

- An understanding of Aboriginal and Torres Strait Islander health
- Demonstrated experience working in Aboriginal health care/research
- Ability to effectively communicate and work with Aboriginal community organisations and stakeholders
- Relevant experience in project management
- Strong and demonstrable coordination and communications skills
- Proven ability to work independently
- Able to identify skills needing development and pursue opportunities to develop those skills
- Demonstrated ability to work effectively and build relationships within a multidisciplinary team
- Excellent organisational and time management skills including meeting management and protocols
- Attention to detail
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments.

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 descent
- Identifies as an Aboriginal person, and
- Is accepted by the Aboriginal community in which they live.