

Position Description	
POSITION TITLE	Project Manager, Join Us Research Register
CAREER STEP	Independent
REPORTING RELATIONSHIP	Senior Research Fellow, Executive Directors Office
PROGRAM	Cardiovascular
EMPLOYMENT DURATION	May 2022 to 31 Dec 2022, with opportunity for extension
TYPE OF EMPLOYMENT	Part Time, 0.6-0.8 FTE
DATE	May 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 have 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



A primary challenge to doing research in Australia is the capacity to identify quickly and efficiently the patients and community members eligible and interested in participating. Join Us (www.joinus.org.au) is a nation-wide disease-agnostic research register established in 2020 with the dual goals of facilitating recruitment to human health research studies done in Australia and enhancing access to routinely collected health data. It is based on the successful Scottish Health Research Register 'SHARE' which enables the streamlined and broad-based involvement of patients and the wider community in research. Briefly, individuals consent to their data and contact details being held within a secure database that can be used to identify opportunities for their involvement in future research projects, and to be linked in an ongoing way to routinely collected data.

The Role

This role will manage the continued development of the Join Us Research Register that allows patients and community members to sign up to be contacted directly about future opportunities to be involved in research; and have their routinely collected health data linked and stored in a secure environment for use in approved health research projects. Support for the role will be provided by a Senior Research Fellow and the Executive Director.

Reporting Relationships

The Project Manager will report to the Senior Research Fellow, Executive Directors Office but will be expected to function independently once familiar with the role.

Duties and Key Responsibilities

- Engage stakeholders and consumers, including organizing Partner Organisation and Advisory Committee meetings
- Obtain ethics approvals
- Contribute to development of annual plans
- Monitor and report against annual objectives and deliverables
- Work with Senior Research Fellow to develop long-term sustainable operating model
- Help with securing funding for expansion and long-term sustainability
- Manage the Join Us email inbox
- Manage internal and external communications for the program, as required
- Manage project budget, as required.

As a Team Member:

- 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; and
- Promote and contribute to a safe, secure environment for staff and visitors.

Skills, Knowledge and Experience

- Tertiary qualification in a health, science or research discipline or other relevant experience
- Experience managing health-related projects



- Strong stakeholder engagement capacity
- Excellent written and verbal communication skills
- Demonstrated experience managing and delivering projects and/or ability to develop these skills
- Excellent time management and organisational abilities
- Proficient in the use of the Microsoft Office suite of products (including Word, Excel, PowerPoint and Outlook)
- Ability to work autonomously, in small teams and with a wide range of stakeholders
- Strong focus on quality of work
- Ability to be flexible and adaptable in the face of changing priorities
- Willingness to travel, if required.