Position Description	
POSITION TITLE	Research Services Coordinator
CAREER STEP	
REPORTING RELATIONSHIP	*Manager, Research Strategy & Services*
DIVISION	**Research Strategy & Services**
EMPLOYMENT DURATION	12 months with option for renewal and permanent role
TYPE OF EMPLOYMENT	1.0 FTE
DATE	**21 July 2022**

The George Institute for Global Health

The George Institute ('TGI') is 700+ people around the world, all 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 better treatments for the world's biggest health problems
- Transform primary health care to support better health for more people
- Harness 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, potentially saving up to 125,000 lives a year
- 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

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 Data Management & Statistics and it has two broad ambitions

- 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. It will also ensure further grow in TGI's and its own expertise and capacity to accommodate the mentioned growth.

- to establish an innovative platform for management of all collaborative research programs aligned with TGI's research strategy (internally or externally led).

Working closely with the CORE leadership team, the Research Services Coordinator will play a vital role in ensuring that CORE meets its annual goals that underpin its ambitions.

The Role
The Research Services Coordinator will provide administration support across various functional areas in CORE.

Reporting Relationships

The Research Services Coordinator reports to the Manager, Research Strategy & Services.

Duties and Key Responsibilities
- Put appropriate systems and processes in place to ensure that our Postaward interaction with UNSW Grants Management Office is efficiently managed.
  - Actively monitor the lifecycle of agreements (multi institutional, research collaborative etc.)
- Assist in the preparation of grants to ensure compliance and effective submission – as needed
- Assist with various data collection tasks that various functional areas of CORE are responsible for
- Assist with the wider administration teamwork across CORE to assist with the smooth and effective workflow processes, task delegation, and ongoing achievement of identified tasks
- Maintain the funding database and other relevant systems as required
- Assist with streamlining CORE onboarding processes (ORCID, Sapphire etc.)

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
Essential
- Relevant qualifications in business, administration
- Excellent skills in Microsoft Office applications including Excel and Word
- Excellent interpersonal and communication skills

- Ability to prioritise and meet deadlines
- High attention to detail and accuracy
- Strong focus on quality of work
- Understand the need and for and demonstrate strict adherence to confidentiality
- Excellent interpersonal skills and the ability to work well and flexibly i.e. autonomously, in small teams and with a wide range varying stakeholders
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments