The George Institute for Global Health

Position Description

POSITION TITLE	Data Science Program Manager
CAREER STEP	Independent
REPORTING RELATIONSHIP	Director, Biostatistics and Data Science
DIVISION	Biostatistics and Data Science
EMPLOYMENT DURATION	1 year
TYPE OF EMPLOYMENT	Approx. 0.5 – 1.0 FTE (negotiable)
DATE	**1 August 2022**

The George Institute for Global Health

The George Institute ('TGI') employs 600+ 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;
- 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.

Context of the Role

Given the increase in the size and complexity of health data as well as recent advances in machine learning applications, there is an opportunity to use innovative analytics approaches in health.

The George Institute has started to develop a data science strategy which includes a set of preliminary recommendations for how to further develop and leverage analytical capabilities. We now need to refine these recommendations and develop and implement a specific action plan in line with our overall strategy 2025.

A "Data Science Steering Committee" has been convened to develop the implementation plan and oversee the implementation.

The Role

The Data Science Program Manager will be responsible for coordinating the implementation of the Data Science strategy and action plan globally. The Data Science Program Manager will be member and secretary of the Data Science Steering Committee and will act as the key point of contact internally and externally. The position can be based in Australia, India or the UK.

Reporting Relationships

The Data Science Program Manager will report to the Director of the Biostatistics and Data Science Division. Initially, the Data Science Program Manager will not have staff reporting directly to the role; however, they will be expected to engage with a number of internal and external stakeholders involved with or interested in the application of analytics methods.

Duties and Key Responsibilities

- Overall coordination of the data science program
- Drive development and implementation of the Data Science strategy and plan
- Act as member and secretary of the data science steering committee, including the coordination of meetings and circulation of minutes
- Track and monitor actions from the Data Science Steering Committee meetings
- Act as the key contact, both internally and externally, for communications related to the data science program
- Proactively engage with and convene researchers and data scientists globally
- Manage data science program budget
- Develop internal reports for the Research and Impact committee and other key stakeholders
- Coordinate funding applications related to data science applications
- Help strengthen/establish links with key strategic partners
- Help recruit dedicated data science staff
- Coordinate capacity building activities (e.g. organise internal courses, workshops, forums) related to machine learning and data analytics
- Liaise with IT, data management and other critical internal stakeholders to facilitate implementation of the Data Science plan

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.
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As a Team Manager:

- Ensure direct reports understand and comply with GI's Policies and procedures, standard operating practices, ethical practice (with respect to research) and the legislative environment.
- Be responsible for managing performance of direct reports, including the completion of plans and agreeing on work and personal objectives and reviewing such plans and objectives, in accordance with GI's Performance Management and Development Policy.
- Act as a role model and ensure the team's commitment to GI's values, ensuring direct reports perform to a 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

- Tertiary qualification in business, management or other relevant field, with experience in or understanding of data science (or ability to develop an understanding quickly)
- Strong experience with project or program management
- Experience in the health sector
- Experience working in multidisciplinary teams, managing relationships with external partners and engaging senior stakeholders
- Experience in organisational planning and capacity building
- Excellent interpersonal and communication skills
- Ability to prioritise and meet deadlines
- Interest in data science
- Proficient in use of the Microsoft office suite of products including word, excel, PowerPoint and outlook
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments
- Ability to work flexible hours to accommodate multiple time zones

Desirable

- Qualifications in statistics, data science or related field