

Position Description	
<b>POSITION TITLE</b>	Research Finance and Administration Team Leader
<b>CAREER STEP</b>	Professional/Independent
<b>REPORTING RELATIONSHIP</b>	Head of Operations, Australia
<b>TEAM</b>	Research Support and Administration
<b>EMPLOYMENT DURATION</b>	Ongoing
<b>TYPE OF EMPLOYMENT</b>	Full time / 1 FTE
<b>DATE</b>	October 2018

### 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.
- And much more.

### Context of the Role

The Research Support and Administration team works closely with our Research and Academic Project Operations teams to ensure study aims are achieved. The team is primarily responsible for operational activities such as administration support, budget management and reporting.

### The Role

The Research Finance and Administration Team Leader is primarily responsible for providing general management of all operational aspects of the research work, including planning, funding, day to day management and oversight of budgets and all financial activities, managing administrative support and project coordination for the Program Heads and Project Managers.



Drawing on expertise in research management, this position plays an active role in research funding applications and post award management including ethics approvals, research reporting and communications, research financial management and research commercialisation.

The Research Support and Administration Team Leader will work collaboratively with key stakeholders across the organisation to develop and implement process improvement with systems, procedures and operational strategies across The George Institute, Australia.

### **Reporting Relationships**

This role reports directly to Head of Operations, George Institute Australia, and works closely with Program Heads within the Institute. The role primarily manages the Research Support and Administration team. The role may also manage other staff as assigned by Head of Operations Australia.

### **Duties and Key Responsibilities**

#### **Administrative Team Lead and Research Support**

- Oversee activities and performance of Research Support and Administration team, ensuring team provide the highest quality service to across programs.
- Lead team development and training to ensure continuous quality improvement and team agility
- Oversee quality and timely service delivery by leading administrative and day-to-day operations tasks
- Identify and establish ways to improve administration and operation work processes
- Assist in the coordination of internal and external contracts.
- Oversee administrative processes between GC and TGI consultants.
- Manage ad hoc admin and operation requests from program leads.
- Oversee and deliver on high-quality administrative support for grant applications and research projects.
- Support researchers in identifying new grant opportunities and facilitating in the development, preparation and submission of research grant applications.
- Evaluate the Research Support and Administration team workload and client needs
- Develop and implement appropriate staffing plan, re-allocating or hiring team member as appropriate

#### **Finance Support**

- Identify financial risk and work with program leads to manage risks accordingly.
- Collaborate with program leads and finance team to identify and implement processes improvement activities
- Ensure any variations to deliverables are communicated to Program Heads
- Provide the finance and Program Heads with required information to open project codes
- Ensure expense information is provided to Program Heads and finance are on a timely basis
- Monitor regularly the financial status of projects and programs using the GI Research Financial Statements or similar information provide to the Program Heads
- Ensure budget and actual variance is accurate and in accordance to the funding available and variations communicated in a timely manner
- Provide feedback to finance and Program Heads to assist in improvement of financial information.
- Support Program Heads in carrying out their financial management responsibilities
- Produce and deliver consistent, reliable and timely research financial information aligned to GI and management accountability to sponsors and funding bodies



- Liaise with Program Heads and finance to ensure all projects are closed in a timely manner
- Ensure availability of financial information to Program Heads for monitoring of research funding
- Develop any new reports to meet the financial requirements for Program Heads and funding bodies
- Assist Program Heads by providing training in understanding the financial information
- Support Program Heads to execute their responsibility in preparation of the financials for applications
- Develop long-term financial projections for research activities to achieve and maintain a financially sustainable position for GI-AU.

#### *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.

#### *As a Team Manager:*

- Ensure your team is aware, trained and adheres to all compliance issues and practice of the work area and always adheres to local legislation and Institute policies and procedures (e.g. matters of confidentiality, privacy, Intellectual property, etc.);
- Be responsible for managing performance of team members, including ensuring all plan and agree on sound and rigorous work and personal objectives, have a clear understanding and commitment to work timeframes and ensure regular review to meet obligations of The Institute's Performance Management and Development Policy;
- Act as a role model to ensure the team's commitment to The Institute's organisational values, ensuring that they 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*

- Qualifications in clinical, science or health science field with relevant demonstrated experience in a medical research environment
- Demonstrated experience in project/program management with experience in preparing and managing budgets
- Ability to interpret financial statements
- Strong attention to detail, and ability to work with large data sets and using tools such as Excel sheets to manage data efficiently
- Strong interpersonal skills with excellent written and oral communication skills
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments whilst maintain a strong focus on quality of work
- Demonstrated strong leadership and mentoring skills and capability of motivating and energising a team to perform at a high level



- Proven strong reporting capabilities to provide timely and accurate reporting with a strong emphasis on providing solution-based advice.
- Strong understanding of Finance, including the ability to plan budgets, interpret and generate financial reports, and understanding project budget life cycles.
- Strong understanding of how research grants are applied and implemented in Australia and internationally.