

Job Description	
JOB TITLE	Program Coordinator – Healthier Societies Program
CAREER STEP	Intermediate
REPORTING RELATIONSHIP	Director, Healthier Societies Program
DIVISION	Global
EMPLOYMENT DURATION	1 year fixed term (possibility to extend)
TYPE OF EMPLOYMENT	Part time (15-22.5 hours per week)
DATE	August, 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.

Context of the Role

The Healthier Societies Program is one of three, and the newest, of the Global Strategic Priority areas outlined in TGI’s 2025 Strategy. The program is guided by a Strategic Action Plan which lays out its research priorities and strategic enablers as undertaken by staff and students across all regional offices of the Institute. The Program builds on existing TGI strengths in areas such as food policy and



injury prevention and extends this work into emerging areas of research, including the Commercial Determinants of Health (CDoH).

The Role

The Program Coordinator will support the Healthier Societies Working Group and the Director of the Program to organise and consolidate a community of practice around a research program, policy engagement and other activities under the Healthier Societies Pillar across the Institute.

The Program Coordinator will work as a member of the Healthier Societies Program team, which spans the UK, India and Australia and links with colleagues in China. They will work with TGI's researchers across these locations. They will also engage with global health actors and researchers across the gamut of Healthier Societies, particularly in low- and middle-income countries

Reporting Relationships

The Program Coordinator – Healthier Societies Program will report to the Director, Healthier Societies Program.

This position collaborated with internal stakeholders including Researchers (staff and students) working in Healthier Societies-related areas as well as the Impact and Engagement and other teams. External stakeholders are globally recognized researchers and policy makers working on Healthier Societies.

Duties and Key Responsibilities

- Convene regular meetings of TGI staff and students and keep records of conversations and actions on Healthier Societies, including Planetary Health;
- Support Working Group chair and others to coordinate across any task teams established to take various workstreams forward
- Develop and maintain a shared drive of materials related to the Institute's Healthier Societies work;
- Undertake research and stakeholder (researchers, donors, NGOs) mapping on Healthier Societies, as required, to inform future research and collaborations;
- Support TGI staff more systematically to reach out to potential external research collaborators on Healthier Societies;
- Search for and identify possible grant opportunities for Healthier Societies research and policy engagement;
- Work with colleagues to draft Healthier Societies'-focused grant proposals, with the possibility of involvement in their execution
- Take leadership of Healthier Societies Sessions, a bi-monthly internal forum for TGI staff to come together to discuss and engage on key topics relevant to TGI's work (e.g., health and human rights, equity), provide feedback and develop solutions

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

- *At least 1+ years research experience in health or related sectors in an academic research environment*
- *Emerging publication track record*
- *Team coordination and engagement*
- *Well-honed written and verbal communication skills*
- *Ability to understand and interpret complex research and scientific projects and to communicate key messages*
- *Interpersonal skills, with an ability to build and maintain effective working relationships with internal and external stakeholders*
- *Ability to work to deadlines and manage tasks and activities under guidance, providing broad support to more senior staff and ensuring high-quality outputs*

Desirable

- *Research in a Healthier Societies' area such as food policy, injury, mental health, CDoH, social determinants of health.*