

Position Description	
POSITION TITLE	Project Assistant, Join Us Research Register
REPORTING RELATIONSHIP	Join Us Project Officer (Mehrisa Ram)
PROGRAM	Cardiovascular
EMPLOYMENT DURATION	Up to 8 months
TYPE OF EMPLOYMENT	Casual
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 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

The Project Assistant is required to participate in the recruitment of register participants within health service settings such as hospital and general practice waiting rooms in New South Wales.

Reporting Relationships

The Project Assistant will report to the Join Us Project Officer (Recruitment and Marketing), and will work closely with the Join Us Operations Team, including the Project Manager.

Duties and Key Responsibilities

- Facilitate recruitment of patients to the research register in participating settings. This will include provision of printed and display material and facilitating recruitment of patients, families and friends in waiting rooms and other locations.
- Documentation and reporting of recruitment activity.
- Provision of regular feedback on effectiveness of strategies in participating settings.

As a Team Member:

- Report to Project Officer on recruitment activity.
- 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

- Excellent interpersonal and communication skills
- Understand the need and for and demonstrate strict adherence to confidentiality
- Excellent Microsoft Office skills with experience using devices such as tablets and iPads
- High attention to detail and accuracy
- Strong focus on quality of work
- Ability to work flexibly and autonomously, in small teams and with a wide range of stakeholders
- Ability to work in a variety of health care settings in New South Wales and willingness to travel