

Position Description	
POSITION TITLE	Research Assistant
CAREER STEP	Research / Foundation
REPORTING RELATIONSHIP	Program Manager/ Research Fellow
PROGRAM	Global Brain Health Program
EMPLOYMENT DURATION	1 year
TYPE OF EMPLOYMENT	1 FTE
DATE	1 September 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

TGI, through the Global Brain Health Program, has an established program of research focused on generating reliable evidence to promote effective strategies for healthy brain function. The progressive ageing of the world’s populations is associated with a steady increase in age-related diseases. Among



these, diseases of the brain – cerebrovascular disease, dementia, Alzheimer’s disease and other neurodegenerative disorders - are particularly common and major causes of disease burden, not only due to the disability among those affected but also because of the demands on caregivers both formal and informal. Advances in epidemiological and clinical research, and better knowledge of the mechanisms of brain, degeneration and repair, suggest great potential for improvements to be made in the prevention, treatment and recovery of brain related disability.

The Role

The Research Assistant is required to support the research and advocacy work of the various projects in the program as well as being responsible for the administrative responsibilities associated with the program. There is potential for the right candidate to progress to do a PhD related to this work.

Reporting Relationships

The Research Assistant reports to the Program Manager/ Research Fellow at the Global Brain Health Program for daily responsibilities as well as overall direction. The Research Assistant will work closely with the Professorial Fellow and Research Fellow (stats), who will be their secondary and tertiary supervisors. The Research Assistant will work collaboratively with Research Fellows and Project Managers within the Global Brain Health Program, and other George Institute staff as required.

Duties and Key Responsibilities

- Assist with ethics applications and documentation
- Communicate with study sites and respond to queries
- Assist with study tracking and documentation
- Assist in the distribution of study documents to investigators
- Assist with planning and organising regular meetings
- Assist with the preparation of study-related presentation materials
- Assist with maintain up to date participating centre’s information (including all contact details, contracts and reports)
- Data collection and entry, ensuring data quality, accuracy, completeness and timeliness of data completion
- Preparing paperwork required by the study and any study materials
- Assist in managing effective communication with the key stakeholders (participants, clinicians and investigators)
- Assist with the preparation of reports and publications about the study as required
- Ad hoc project work as required
- Collating study materials and drafting copy for peer-reviewed journal articles relating to the above work
- Provide administrative and technical support to study team
- Conduct literature searches and assist with the preparing of grant applications

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

- Tertiary qualifications in science or healthcare discipline
- Experience in quantitative and/or qualitative research methodologies preferred
- Good quantitative and/or qualitative research skills;
- Excellent written language communication skills and ability to draft a wide range of documents
- Excellent organisational skills, having the ability to organise, take initiative and follow up independently
- Methodical and systematic, with good attention to detail
- Proficient in the use of the Microsoft Office suite of products, including Word, Excel, PowerPoint and Outlook and the Internet
- Ability to be flexible and adaptable in the face of changing organisational priorities
- Ability to work well within a research team and excellent interpersonal skills
- Strong focus on quality of work.