

Job Description	
JOB TITLE	Research Assistant
CAREER STEP	Foundation
REPORTING RELATIONSHIP	Dr Katie Harris & Professor Mark Woodward
DIVISION	Professorial Unit, The George Institute for Global Health
EMPLOYMENT DURATION	1 year
TYPE OF EMPLOYMENT	Full time Fixed Term
DATE	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

The Professorial Unit at The George Institute focuses on non-communicable diseases including cardiovascular disease and dementia. The Unit engages in large-scale clinical trials and epidemiological studies to generate high-quality evidence regarding the treatment and prevention of these diseases. The Professorial Unit currently comprises of 2 professorial fellows, 6 research fellows, 2 visiting



fellows, 2 doctoral students and an operational employee. The unit has a strong background in sex differences research, clinical expertise and applied statistics and handles data from clinical trials, epidemiological studies, including the UK Biobank, and linked Big Data from administrative sources.

The Role

We are looking for an enthusiastic and committed Research Assistant, with strong analytical skills, to support the statistical analyses, research and advocacy work of the Professorial Unit. The role of the Research Assistant will be to support the data management, statistical analyses, and statistical programming aspects of projects within the Professorial Unit, in the broad areas of sex and gender research and cardiovascular disease.

Reporting Relationships

The Research Assistant (RA) will report to Dr Harris, a Senior Research Fellow in the Professorial Unit for daily responsibilities as well as overall direction. The RA will work closely with Professor Woodward, who will be their secondary supervisor. The RA will work collaboratively with Research Fellows and Project Managers within the Professorial Unit, the Global Women's Health Program, the Global Brain Health Initiative, the Cardiometabolic group, and other George Institute staff as required.

Duties and Key Responsibilities

- Program and validate statistical analyses in R, Stata, SAS and/or Python
- Prepare data and code for analyses, ensuring data quality, accuracy, completeness and timeliness
- Perform and interpret statistical analyses
- Conduct literature searches and assist with the preparing of grant applications
- Assist with the preparation and drafting of reports and peer-reviewed journal articles as required
- Assist with ethics applications and documentation
- Assist in managing effective communication with the key stakeholders (clinicians and investigators)
- Provide administrative and technical support
- Ad hoc project work as required

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

- Degree or equivalent in Statistics
- Experience with statistical analysis and data management
- Excellent working knowledge of at least one statistical software package (R, Stata, SAS and/or Python)
- Experience in quantitative research methodologies



- 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

Desirable

- 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