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| Position Description |  |
| **POSITION TITLE** | Senior Research Assistant |
| **REPORTING RELATIONSHIP** | Dr Cheryl Carcel |
| **PROGRAM**  | Professorial Unit, The George Institute for Global Health |
| **EMPLOYMENT DURATION** | 1 year |
| **TYPE OF EMPLOYMENT** | Full time |
| **DATE** | 1 February 2023 Start Date |

**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, epidemiological studies and operational research to generate high-quality evidence regarding the treatment and prevention of cardiovascular diseases. This job will specifically be concerned with research into women’s brain health, and associated sex and gender differences.

**The Role**

We are looking for an enthusiastic and committed researcher who can support three new projects involving sex and gender research in stroke: (1) a global survey of risk factors in stroke, (2) sex equity in clinical trials in stroke and (3) Asia-Pacific sex and gender differences in brain health . The Senior Research Assistant (SRA) will form relationships with, and provide a specific contribution to, such research projects. SRAs are engaged primarily to fulfill a specific project requirement; share expertise, skills or knowledge (capacity building); and consolidate cross‐institutional relationships, collaborations or partnerships.

**Reporting Relationships**

The SRA reports to Dr Cheryl Carcel, Senior Research Fellow at the Professorial Unit for daily responsibilities as well as overall direction. The SRA will work closely with Dr Katie Harris (Senior Research Fellow) and Prof Mark Woodward (Professorial Fellow) who will be their secondary supervisors. The SRA will work collaboratively with other Research Fellows and Project Managers within the Women’s Health Program, the Brain Health Program and with other George Institute staff as required.

**Duties and Key Responsibilities**

* Initiate and conduct research under limited supervision
* Synthesizing literature and conduct systematic reviews and meta-analyses
* Assist with preparation and analysis of data from research project, preparing research manuscripts and associated reports on research projects
* Contribute towards building future projects and grant applications
* Effectively collect/ produce and maintain project data. Conduct data analysis and prepare data for publications and reporting
* Maintenance and updating of study protocols, procedures manual, ethics applications, data collection tools, data quality plans through liaising with Data Management, Bio-statisticians, Divisional Research Fellows, Divisional Director, and Quality Assurance Manager
* Assist in the preparation of Human Research Ethics Committee (HREC) and Governance submissions
* Coordinate the day to day administration of studies including monitoring study progress, responding immediately to queries
* Regularly update study tracking tools and systems
* Manage effective communication with internal and external study staff and key stakeholders
* Adhere to all study protocols and participate in protocol training sessions as required
* Adhere to safety policies and study SOPs, as outlined by The George Institute
* Adhere to the workplace policies and procedures of individual hospital study sites, as required
* Attend study team meetings and appropriately represent The George Institute and the study at all times while located at clinical sites
* Other tasks as directed by the senior investigative team

*As a Team Member:*

* Participate in team meetings and activities
* Participate in objective setting, performance management
* Participate in special projects to improve processes, tools, systems and organization

*Work, Health and Safety*

* Comply with OH&S legislation and operate in accordance with established OH&S practice and procedures at The George Institute
* Promote and contribute to a safe, secure environment for staff and visitors

**Skills, Knowledge and Experience required**

* Experience within stroke, or dementia, and epidemiology research
* Experience in conducting systematic reviews and meta-analysis
* Has a Master of Public Health degree (or equivalent)
* Proven ability to work independently
* Experience in writing research papers and/or grant applications
* Experience with statistical analysis (desirable)
* Proficient in the use of the Microsoft Office suite of products, including Word, Excel, PowerPoint and Outlook, and the Internet
* Strong problem solving, analytical skills, and strategic thinking
* Demonstrated ability to work effectively and build relationships within a multidisciplinary team
* Excellent written and verbal English communication skills
* Excellent interpersonal skills, presentation skills and the ability to work well and flexibly
* Excellent organisational and time management skills - having the ability to organise, take initiative and follow up independently
* Attention to detail and rigorous methodological approach
* Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments
* Strong focus on quality of work