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| Position Description |  |
| **POSITION TITLE** | Senior Project Officer |
| **CAREER STEP** | Projects/Independent |
| **REPORTING RELATIONSHIP** | Project Manager |
| **TEAM** | Academic Project Operations |
| **EMPLOYMENT DURATION** | 2 years |
| **TYPE OF EMPLOYMENT** | Full time Fixed Term, 1 FTE |
| **DATE** | January 2023 |

**The George Institute for Global Health**

‘The George’ is 700+ people focused on improving the health of millions of people worldwide.

A medical research institute affiliated with leading universities and with projects in approximately 50 countries, we are challenging the status quo in healthcare to find the best ways to prevent and treat chronic disease and injury, and to influence policy and practice worldwide. Our innovative commercial enterprises help maximise our impact.

Just a sample of the things we’re doing to have the greatest 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.
* We’ve shown that simple text messaging can help prevent heart attack and stroke. Now, we’re working with Google to roll this out globally to prevent chronic diseases affecting millions of people.
* In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day, potentially saving up to 125,000 lives a year.
* In rural India, we’ve 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’ve developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations.
* We’re 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 Academic Project Operations (APO) team works closely with our research team to ensure study aims are achieved. The team is primarily responsible for the set-up, conduct and overall delivery of a projects across all research programs in The Institute, according to best practice guidelines and research budgets.

**The Role**

The Senior Project Officer (SPO) will support the Project Manager (PM) in the development and execution of the Medically Tailored Meals project in participants with poorly controlled type 2 diabetes. .

**Reporting Relationships**

The Senior Project Officer reports to the Project Manager within the Academic Project Operations team. The SPO may also have line-management responsibilities with junior members within the Academic Project Operations teams.

**Duties and Key Responsibilities**

* Provide research management guidance to the development and implementation of new clinical projects and evaluation of ongoing projects, as required
* Lead the preparation and coordination of ethics submissions for project approval
* Develop work plans, study documents (manuals, data collection tools and protocols), study materials and project systems
* Manage the coordination, collection, handling and storage of study data and large datasets, ensuring quality and integrity in accordance with privacy laws and ICH-GCP
* Recruit study participants and take informed consent
* Manage the planning and distribution of the study intervention
* Setup relevant Site Investigator files and documents on Sharepoint and assist with the maintenance of other project documents and manuals to ensure they remain up to date
* Liaise with various internal and external stakeholders to promote collaboration and ensure study progress
* Work with legal to manage study contracts with study sites, collaborators, vendors, etc.
* Process site payments
* Lead development of administrative processes and study tools for the study including tracking tools, study drug management processes, study documentation management
* Manage and supervise junior staff members
* Preparation and coordination of trial communications including study updates, newsletters and website content
* Coordinate, prepare and write minutes for key study meetings e.g. operations, writing committee, investigator meetings

*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.

*As a Team Manager:*

* Ensure direct reports understand and comply with GI’s Policies and procedures, standard operating practices, ethical practice (with respect to research) and the legislative environment.
* Be responsible for managing performance of direct reports, including the completion of plans and agreeing on work and personal objectives and reviewing such plans and objectives, in accordance with GI’s Performance Management and Development Policy.
* Act as a role model and ensure the team’s commitment to GI’s values, ensuring direct reports perform to a 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 qualification in a health, science or research discipline or a combination of relevant experience and/or education/training
* At least 5 years’ experience in similar role in a clinical research environment.
* Good working knowledge of ICH GCP
* Excellent interpersonal skills and the ability to easily build rapport with a variety of stakeholders
* Excellent time management and organisational skills
* Excellent written and interpersonal communication skills
* Ability to work autonomously, in small teams and with a wide range of stakeholders
* Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments
* Strong problem solving and analytical skills and focus on quality of work
* Proficient in the use of the Microsoft Office suite, including Word, PowerPoint, Excel, Outlook and large databases
* Comfortable using technologies

*Desirable*

* Experience working in diabetes and / or nutrition