



Position Description	
POSITION TITLE	Senior Project Officer
CAREER STEP	Independent
REPORTING RELATIONSHIP	Project Manager
TEAM	Academic Project Operations
EMPLOYMENT DURATION	24 months
TYPE OF EMPLOYMENT	Part-time (0.6FTE), Fixed Term
DATE	Feb 2024

### 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 (TGI’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 Academic Project Operations team in Australia works closely with our Research teams to ensure study aims are achieved. The team is responsible for the set-up, conduct and overall delivery of a study/project.



### **The Role**

The Senior Project Officer (SPO) is primarily required as a technical lead for management of drug supply, operational lead for database development, develop project systems and forecasting tools and to support other research operations tasks on a large renal platform trial.

### **Reporting Relationships**

The SPO will report to the Project Manager and will be expected to function independently once familiar with the role.

### **Duties and Key Responsibilities**

- Lead drug supply sourcing, management & distribution and develop associated documentation
- Develop project forecasting tools and systems
- Lead development of case report forms
- Liaise with data management in database development and lead user acceptance testing
- Develop administrative processes and study tools including tracking tools
- Lead study drug supply forecasting and manage drug supply and distribution
- Lead development of study communications including developing instructional videos, producing newsletters and maintenance of the study website
- Complete ethics and regulatory applications and reporting
- Development of study documents e.g., participant information sheets, manuals of procedures
- Educate and train users on study technologies and systems, process and procedures
- Regularly update project tracking tools and systems 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.

#### *As a Team Manager:*

- Ensure direct reports understand and comply with TGI'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 TGI's Performance Management and Development Policy
- Act as a role model and ensure the team's commitment to TGI'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
- Significant experience in working on complex clinical drug trials including management of study drug and preparing ethics applications
- Demonstrated ability to think critically and problem solve
- Ability to write technical documents of a high quality
- Excellent time management and organisational skills
- Excellent communication and interpersonal skills
- Advanced skills in Microsoft Office suite of products, including Word, Excel, PowerPoint, and Outlook
- Highly competent with database administration and maintenance
- Ability to work autonomously, in small teams and with a wide range of stakeholders
- Strong focus on quality of work and maintenance of excellent records
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments

#### *Desirable*

- Minimum 5 years of relevant post-graduation experience
- Experience in adaptive platform trials
- Good understanding of medical terminology
- Ability to produce videos and/or use apps
- Experience teaching or training stakeholders
- Good knowledge of clinical trial processes and ICH/GCP guidelines
- Based in Sydney