

Position Description	
<b>POSITION TITLE</b>	Centre Manager CSGEHM
<b>CAREER STEP</b>	Specialist
<b>JOB FAMILY</b>	Professional
<b>REPORTING RELATIONSHIP</b>	Centre Director
<b>TEAM / PROGRAM</b>	Centre for Sex and Gender Equity in Health and Medicine, Global Women's Health Program
<b>EMPLOYMENT DURATION</b>	1 year
<b>TYPE OF EMPLOYMENT</b>	0.6F TE initially
<b>DATE</b>	Commencing from 1 May

### The George Institute for Global Health

The George Institute for Global Health was established in 1999 with a mission to improve the health of millions of people worldwide, particularly underserved populations, by challenging the status quo and using innovative approaches to prevent and treat the world's biggest killers: non-communicable diseases and injury.

With offices in Australia, China, India and the UK, our 700+ people support 245+ active projects and clinical trials across 50+ countries, with 400+ more staff across our social enterprises. We focus on the global health challenges that cause the greatest loss of life, the greatest impairment of life quality and the most substantial economic burden, particularly in resource-poor settings.

### What we do

- Lead world-class, large-scale clinical trials, epidemiological studies and health systems research to transform treatments and healthcare delivery
- Look beyond single diseases, across the life course, to identify patient-centered approaches to care that can be implemented at scale
- Develop low-cost, innovative solutions to global unmet needs
- Drive our global impact through a program of research, advocacy, thought leadership and disruptive social entrepreneurship
- For more information about The George Institute, visit [www.georgeinstitute.org.au](http://www.georgeinstitute.org.au)

### The Centre for Sex and Gender Equity in Health and Medicine

The Centre for Sex and Gender Equity in Health and Medicine (CSGEHM) involves a collaboration of partners across Australia, led by The George Institute of Global Health and the Australian Human Rights Institute at UNSW, Sydney; Deakin University; and the Victorian Department of Health. .

The Centre is being launched in late March 2024. The vision of the Centre is to ensure that sex and gender are routinely considered in health and medical research, policy, and practice, with a view to improving health outcomes and reducing health inequities for all Australians.

### This vision will be achieved by creating a Centre that:

- Undertakes and supports the conduct of high-quality research.



- Facilitates the translation of research into evidence-informed policies and practices.
- Builds capacity in addressing sex and gender health and medical inequities, via training and education.
- Communicates and advocates for the integration of sex and gender in health and medicine.
- Engages and collaborates with end-users and other stakeholders.

### **Context of the Role**

The CSGEHM is a national Centre with two hubs, one based at UNSW, Sydney and one based at Deakin University, Melbourne with collaborating partner organisations and individuals throughout Australia. The UNSW-based hub will involve partners at both TGI and the Australian Human Rights Institute. The position of Director of the Centre is a newly created leadership role and will be based at TGI, Sydney, but working with teams based at both AHRI and Deakin University.

The CSGEHM's TGI hub will be based within TGI's Global Women's Health Program. This Program was established in 2018 and involves staff and students working across all TGI's regional offices (Australia, China, India and the UK). Regardless of where TGI's Programs are implemented, it remains paramount that they prioritise meaningful local engagement, establishing deep connections with local communities, civil society, government bodies, and other stakeholders.

### **The Role**

The Centre Manager will play a key role within the new Centre, providing operational and administrative leadership and effective management of the Centre.

The Centre Manager role will develop, oversee and evaluate the ongoing operations of the Centre, and drive operational activities that advance the Centre in line with its vision. The Centre Manager is one of the first appointments for the Centre, and the successful candidate will be required to show initiative in driving the development of the Centre and its activities.

### **Reporting Relationships**

The Centre Manager reports to the Centre Director but will engage closely with the Centre's key staff and Committees at both the Australian Human Rights Institute and Deakin. In the first instance, the Centre Manager will have no direct reports, but with the growth of the Centre, it is anticipated that additional operational staff will be employed.

### **Duties and Key Responsibilities**

- Work with the Director and other key stakeholders to develop, implement and evaluate strategies that align with the Centre's mission.
- Oversee management, administrative and operational activities of the Centre.
- Effectively plan, manage and allocate resources to deliver Centre activities in all functional areas including research, translation, capacity building, advocacy and administration.
- Work with the Director in developing funding applications and in seeking funding support for the Centre
- Oversee and maintain communications and engagement with all Centre members including researchers, consumers, organisational partners and advocates.
- Drive and develop internal Centre documents including strategies, action plans, guidelines and processes.



- Demonstrate effective liaison, collaboration and negotiation skills with key stakeholders on Centre operational matters, including representing the Centre on relevant committees and undertaking special projects.
- Oversee the financial operations, controls and applications for funding within the Centre, consistent with The George Institute's strategy, policies and procedures.
- Provide operational management and support in the day-to-day running of the Centre, including the coordination of Committee meetings, writing of minutes etc.
- Work with key business partners across operational areas to effectively manage, provide advice and report on areas including; budget and finances, human resources, records and information systems, communications and marketing.
- Support the Director in establishing and maintaining an inclusive culture focused on high performance and continuous improvement with the program team

#### *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 The Institute'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 The Institute'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 Work 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*

- Significant experience supporting business operations
- Strong project or program management particularly overseeing multiple projects
- Experience supervising team members, and providing guidance to peer-level colleagues
- Experience managing budgets and reporting
- 3 Organisational experience working in multidisciplinary teams, managing relationships with external partners and engaging senior stakeholders
- Demonstrated skills building functional networks and working relationships with external stakeholders
- Excellent oral and written communication skills and presentation skills
- Ability to produce communication and content for various audiences



- Excellent interpersonal skills and the ability to work well flexibly, i.e. both independently and with a variety of teams
- A strong commitment to quality and professionalism
- Proficient in the use of the Microsoft Office suite of products

*Desirable*

- Qualifications in public health or a science related discipline and/or considerable work experience in the public health sector or medical research
- Experience with policy writing and/or submissions
- Experience in government engagement and liaison