

Position Description	
POSITION TITLE	Program Manager, Blood Pressure
CAREER STEP	Professional/Specialist
REPORTING RELATIONSHIP	Program Head
TEAM / PROGRAM	Blood Pressure Program Manager
EMPLOYMENT DURATION	0.6FTE
TYPE OF EMPLOYMENT	Fixed-Term
DATE	April 2024

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-centred 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.

Context of the Role

One of the major Research Programs within The George Institute focuses on cardiovascular disease. This Role would be supporting the Blood Pressure Program which resides within the Cardiovascular Program. The Blood Pressure Program is led by Professor Alta Schutte and Professor Anthony Rodgers, and comprises primarily of projects which are funded by the NSW Health Cardiovascular Grant and a NHMRC Synergy Grant. The primary goal of the Program is to address the challenges with hypertension management and improve blood pressure control within Australia. Projects within this program will also be closely linked to, and inform progress of, the National Hypertension Taskforce, co-Chaired by Professor Schutte, which was established in December 2022 with the goal of increasing blood pressure control rates from 32% to 70% by 2030.

The Role

The Program Manager will take a leadership role within the Blood Pressure Program and manage all aspects, including but not limited to, operational activities, budget, policy development, public engagement, collaborations and stakeholder engagement, promotion and maintenance.



Reporting Relationships

The Program Manager reports to the academic leads of the Program (Prof Alta Schutte and Prof Anthony Rodgers).

Duties and Key Responsibilities

- Responsibility for the oversight of all projects in the Blood Pressure Program in conjunction with Research Fellows and academic leads, which may include developing timelines, project plans, protocol development, ethics applications, resource allocation, governance, data management, data linkage.
- Work with the Program Head to manage the research staffing needs, structure, professional development and research budgets
- Contribute to the development and implementation of the program strategic goals
- Work with relevant George institute employees and external collaborators through developing and implementing advocacy and other public and professional programs
- Grow the program through engagement of new research teams, government bodies, community members, health care professionals/groups and other external collaborators
- Ensure the maintenance of excellent reporting in SPOT database across all phases of the projects including reporting impact for the program
- Support the Program Head in establishing and maintaining a culture focused on high performance and continuous improvement with the program team
- Manage and collaborate with the hypertension management team to find funding opportunities and prepare funding applications
- Responsibility for managing the finances for program work (project budgets, NSW Health, NHMRC and other related hypertension grants as relevant).
- Lead and coordinate the reporting of project activity within the program to the stakeholders including funding bodies.
- Manage communication systems and documentation across the program.
- Oversight of the Blood Pressure Program documentation such as agendas, minutes, contact lists, record keeping and others as assigned and appropriate
- Lead, manage and contribute to development and updating of key documents including position statements, reports, protocols, development plans, published research findings
- Regular engagement with operational staff within the hypertension program to receive updates and provide guidance on project operations with individual projects as needed

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: (please remove if not applicable)

- 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 *(please select what is applicable to the position)*

Essential

- Qualifications in public health or a science related discipline and/or considerable work experience in the public health sector OR
- Background and expertise in health and medical research and/or health policy OR
- Experience with project or program management particularly overseeing multiple projects
- Experience in organisational planning and capacity building
- 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, including consumer representatives
- Excellent oral and written communication skills and presentation skills
- Ability to produce communication and content for various audiences, including clinical
- 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

- Experience with clinical trial management
- Experience in government engagement and liaison
- Experience with policy writing and/or submissions
- Experience with academic writing