

Position Description	
POSITION TITLE	Sustainability Manager
REPORTING RELATIONSHIP	Chief Operating Officer
DIVISION	Global
CAREER STEP	Professional / Specialist
EMPLOYMENT DURATION	One year
TYPE OF EMPLOYMENT	0.8 - Fixed Term
DATE	1 May 2024

About The George Institute

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.

Together with our academic partners, UNSW Sydney in Australia, Manipal Academy of Higher Education in India and Imperial College London in the United Kingdom, we work with a global network of collaborators, undertaking clinical, population and health systems research.

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

Through high-quality research and translational activities, TGI aims to create impact every day. We strive to deliver our mission of improving the health of millions of people worldwide by addressing major global health challenges.

In late 2023, we developed our inaugural Sustainability Plan. The Plan is structured around achieving our mission sustainably via three major perspectives, our people, our communities, and our planet. It is based on our values and supports many of the UN's Sustainable Development Goals.

For each of the three perspectives, we currently engage in and will continue to grow specific areas of research focused on sustainability, and we have introduced or are planning specific initiatives to



promote sustainability. For each initiative, we will agree ambitious but achievable 2030 targets – some we can define now, others will be determined after we establish baseline levels over the next year. Annually, we will have the opportunity to assess our performance and evolve our strategies across the organisation.

The Role

The Sustainability Manager is responsible for coordinating the delivery of TGI's 2030 Sustainability Plan and implementing initiatives to sustainably manage the adverse impact of TGI's offices, travel and funding sources on the environment.

Reporting Relationships

Internal

- Chief Operating Officer
- Directors, Finance & Operations (Australia, China, India, UK)
- Office Managers
- Researchers
- Finance & Operations Committee
- Research & Impact Committee

External

- Vendors / service providers
- Industry professionals / consultants

Duties and Key Responsibilities

- Oversee the coordination and implementation of TGI's 2030 Sustainability Plan.
- Develop and deliver initiatives that address the adverse impact of TGI's offices, travel and funding sources on the environment.
- Liaise with building owners to assess TGI's carbon footprint across its global offices.
- Develop energy, water and waste management solutions to reduce TGI's carbon footprint across its global offices.
- Liaise with clinical researchers to assess the carbon footprint of clinical trials and develop innovative methods to reduce carbon emissions.
- Liaise with TGI's Planetary Health program to ensure TGI initiatives are aligned.
- Collaborate with internal and external stakeholders to ensure best practice and deliver industry leading outcomes.
- Collaborate with team members to align outcomes with TGI's sustainability strategy.
- Promote TGI's sustainability plan and provide regular updates and presentations to TGI staff.
- Manage the work of consultants to deliver agreed outcomes on budget, quality and time.
- Manage budgets and timeframes while delivering accurate and quality outcomes.
- Build trust, collaboration and fair partnerships with stakeholders
- Work autonomously and be proactive in delivering outcomes with minimal oversight.

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 TGI's Performance Management and Development Policy
- Demonstrate commitment to TGI's organisational values, including performing to an exceptionally 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 qualifications in sustainability, environmental, building services or other relevant disciplines.
- Five or more years experience in large or global organisations leading and implementing sustainability programs.
- Preferred genuine interest or experience in global health and planetary health.
- Excellent skills in Microsoft Office applications including Excel and Word.
- Excellent interpersonal and communication skills.
- Ability to prioritise and meet deadlines.
- High attention to detail and accuracy.
- Strong focus on quality of work.
- Understand the need and for and demonstrate strict adherence to confidentiality.
- Excellent interpersonal skills and the ability to work flexibly in small teams and with a wide range varying stakeholders.
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments.