



Job Description	
<b>JOB TITLE</b>	Program Coordinator – TGI/SAHZU Research Training Program
<b>CAREER STEP</b>	Professional / Intermediate
<b>REPORTING RELATIONSHIP</b>	Global Research Training Lead
<b>DIVISION</b>	Centre for Operational and Research Excellence
<b>TYPE OF EMPLOYMENT</b>	0.8-1.0 FTE
<b>DATE</b>	April 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](http://www.georgeinstitute.org).

### Context of the Role

The Centre for Operational and Research Excellence (CORE) was established in 2019 as TGI's research enabler. CORE's mission is to provide high-quality expertise as well as robust operations, systems and processes to deliver The George Institute's research strategy.

A key component of CORE's initiative is to strengthen capacity by supporting and developing internal staff through various learning and development opportunities. Additionally, it involves collaboration with external partners to provide a comprehensive suite of courses.



### The Role

The Program Coordinator is responsible for coordinating one of TGI's Global Research Training initiatives with an international partner. The research training program is a 4-month-long initiative, delivering two of TGI's flagship courses for a group of international guests. This position requires excellent organisational, problem-solving, and communication skills, as well as the ability to multitask and support multiple projects.

This role will offer exposure to curriculum development of TGI's Fundamentals of Research Methods and Randomized Clinical Trials courses, global stakeholder engagement working with key TGI Faculty and professoriate groups, as well as collaboration with an external international partner.

### Reporting Relationships

This role directly reports to the Global Research Training Lead. No positions report to this role.

### Duties and Key Responsibilities

The Program Coordinator will play a crucial role in the research training program development for the Second Affiliated Hospital Zhejiang University, as well as the end-to-end coordination and onsite management.

#### Program Development and Coordination

- Support the coordination of the SAHZU-TGI research training course by including administrative support to the Global Research Training Lead, preparing and maintaining templates, course program guides, learning materials and other documents.
- Build strong professional relationships with stakeholders across TGI and the Second Affiliated Hospital Zhejiang University, liaising with stakeholders as required to coordinate the program.
- Coordinate and attend required meetings with TGI Faculty during the course development phase.
- Identify TGI Faculty globally who have the expertise to lead sessions.
- Collaborate with the Global Research Training Lead to coordinate with TGI Faculty members on slide preparation and development, session plans, and group sessions, ensuring content aligns with overall learning objectives and is of a professional standard.
- Manage logistics, including venue coordination and materials preparation.
- Coordinate and assist India-based Faculty members with travel arrangements.
- Support all TGI Faculty on day-to-day logistics for their respective sessions.
- Ensure follow-up and appropriate communications take place with key faculty members.

#### Onsite Support

- Oversee activities for 4 student cohorts (approximately 120 students in total) at the training venue to ensure smooth program delivery and be the point of contact for TGI Faculty, SAHZU guests.
- Resolve issues and adjustments where possible escalating complex matters to the Global Research Training Lead.
- Coordinate and troubleshoot Zoom digital training sessions for simultaneous translators to ensure the smooth running of the program.
- Maintain up-to-date course information, financials, amendments, and evaluation forms.
- Work with Global Research Training Lead on the financial administration and management of expenses, including payments to TGI Faculty members.

#### Post-Course Activities

- Conduct evaluation and reporting activities.
- In conjunction with the Global Research Training Lead, coordinate financial reconciliation of income and expenses and ensure all invoices are paid.



#### *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.

#### *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*

- Experience in administrative support and / or project coordination or experience in a similar role
- Proficient in Microsoft office, PowerPoint, Excel and Word and other such platforms as Zoom
- Excellent organisational, problem-solving, and communication skills
- Demonstrated ability to multitask and prioritise tasks
- Ability to work independently as well as attention to detail and accuracy
- Ability to be flexible and adaptable in the face of changing priorities and ambiguous environments
- Excellent interpersonal skills and the ability to work well and flexibly i.e. autonomously, in small teams and with a wide range varying stakeholders
- Availability to be on-site at the Sydney CBD venue at least 3 days per week

#### *Desirable*

- Background in research, including knowledge of topics such as study design, development of protocols and other documents, and clinical trials
- Experience working with projects
- Experience working with a range of internal and external stakeholders
- Fluent Mandarin speaker