

Job Description	
JOB TITLE	Program Coordinator, Research Training
REPORTING RELATIONSHIP	Director, Research Strategy and Services
DIVISION	Centre for Operational and Research Excellence
EMPLOYMENT DURATION	1 year, Fixed Term Contract
TYPE OF EMPLOYMENT	0.8FTE – 1.00FTE
DATE	July 2019

The George Institute for Global Health

The George' is 700+ people focused on improving the health of millions of people worldwide. A medical research institute affiliated with leading universities and with projects in approximately 50 countries, we are challenging the status quo in healthcare to find the best ways to prevent and treat chronic disease and injury, and to influence policy and practice worldwide. Our innovative commercial enterprises help maximise our impact.

Just a sample of the things we're doing to have the greatest 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
- We've shown that simple text messaging can help prevent heart attack and stroke. Now, we're working with Google to roll this out globally to prevent chronic diseases affecting millions of people
- 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've 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've developed an innovative, community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
- We're developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally
- And much more...

The Role and its Context

In the last three years the George Institute embarked on the mission to become a leading research training provider in Asia.

The principal role of the **Program Coordinator, Research Training** is to assist with development of the Institute's research training program (online and face to face), its marketing and coordinate the Institute's research training activities in Australia and Asia.



Reporting Relationships

The role reports to Director, Research Strategy and Services. The role will be supported by a working group responsible for development of our research training globally. In addition to the Director, Research Strategy and Services, the working group consists of senior academic and operational staff at the Institute.

Duties and Key Responsibilities

- Take responsibility for the full cycle of Institute's online and face to face training courses from marketing to delivery of training to students
- Coordinate development of Institute's online and face to face training courses
- Coordinate the Institute's marketing activities in relation to the research training program and assist with recruitment of new clients and participants for the program
- Maintain and update the Institute's website on research training
- Develop effective course/training timetables
- Ensure a high standard of service delivery to students / trainees
- Review and monitor all training delivery to ensure it meets all relevant standards
- Coordinate the Institute's advisory committee responsible for research training activities at the Institute.

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

- Proven and extensive experience with coordination and marketing of training programs (ideally, at a research or a tertiary education institution)
- Extensive experience of developing effective relationships with external clients locally and globally
- Sound understanding of learning management systems (e.g. Moodle)
- Experience working independently and effectively
- Excellent organisational and coordinating skills
- Effective communication skills and understanding of cross-cultural sensitivities.

Desirable

- Experience in working at a tertiary institution or a health and medical research institute
- Understanding of research training or teaching in the tertiary sector
- Sound management of LMS
- Experience in dealing with clients in low and middle income countries.