

Job Description	
<b>JOB TITLE</b>	Manager, Aboriginal and Torres Strait Islander Health Program (Identified Position)
<b>REPORTING RELATIONSHIP</b>	Chair, Aboriginal and Torres Strait Islander Health Research Committee
<b>DIVISION</b>	Injury Division
<b>EMPLOYMENT DURATION</b>	3 years
<b>TYPE OF EMPLOYMENT</b>	Fixed Term
<b>DATE</b>	June 2017

### The George Institute for Global Health

The George Institute for Global Health is a global, not-for-profit medical research organisation, undertaking high impact research across a broad health landscape. Affiliated with the University of Sydney, the Institute is a leader in clinical trials, health policy and capacity-building.

The Institute was established in 1999 and has a global network of top medical experts in a range of research fields, as well as expertise in research design, project management and data and statistical analysis. With a respected voice among global policy makers, the Institute has attracted significant funding support from governments, philanthropic organisations and corporations. George Institute research is regularly published in the top tier of academic journals internationally.

Our mission is to improve the health of millions of people worldwide. We achieve this by:

- Providing the best evidence to guide critical health decisions
- Engaging with decision makers to enact real change
- Targeting global epidemics, particularly of chronic diseases and injury
- Focusing on vulnerable populations in both rich and poor countries

In achieving that mission, we are committed to ensuring the integration of good business practices throughout all our operations.

The Institute has grown rapidly since its inception, and currently employs approximately 600 staff with major centres in Australia, China, India and the United Kingdom. The Institute has projects in over 50 countries and over 1100 collaborators, from local hospitals to world leading academic institutes.

The George Institute is made up of several divisions and programs that oversee numerous large-scale international and regional projects funded by a diverse range of sponsors, both public and private.



The research portfolio of the institute includes randomized trials of new treatment and prevention strategies, observational studies of the causes and outcomes of disease and injury, and research into healthcare delivery and policy. For more information about the Institute, visit [www.georgeinstitute.org](http://www.georgeinstitute.org)

The George Institute is dedicated to the recruitment, development, and retention of the best people from around the world. The pursuit of academic, scientific and operational excellence in a “can do” culture is actively promoted in all our activities.

### **Context of the Role**

#### **Aboriginal Health at the George Institute**

The George Institute has a vibrant program of research in Aboriginal and Torres Strait health across multiple research divisions. With funding from NHMRC, industry and philanthropy and characterised by strong community partnerships, the research program has grown substantially over the past 5 years. The underlying principles for our research program aim to ensure Aboriginal leadership, strong partnerships and engagement with Aboriginal communities, and a focus on training the next generation of researchers.

#### **The Role**

The Manager, Aboriginal and Torres Strait Islander Health Program, will coordinate the Aboriginal and Torres Strait Islander Health Program at the George Institute. The role will work with senior staff to develop and implement Aboriginal and Torres Strait Islander health research policy internally, and will manage internal committees that engage staff and students at the Institute on Aboriginal health. The role will work with the communications team and researchers on messaging about the Aboriginal and Torres Strait Islander Health Research Program to internal and external stakeholders, and facilitate effective communication to research participants and community members.

#### **Reporting Relationships**

Chair, Aboriginal and Torres Strait Islander Health Research Committee

#### **Duties and Key Responsibilities**

- Manage the Aboriginal and Torres Strait Islander health research program at the George Institute, set agendas, arrange speakers
- Policy development for the program under guidance of senior staff
- Communicate policy to internal stakeholders
- Work with communications team and research teams on communication of messages to external stakeholders (social media, reporting)
- Facilitate engagement across existing networks and build new networks with support of research teams
- Facilitate researcher engagement with key stakeholders



#### *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**

- Undergraduate tertiary qualifications
- Demonstrable skills in report writing and or policy development
- Demonstrated experience in project management
- Strong presentation and communication skills
- Strong administration and computer skills, the ability to successfully manage complex operations and to meet deadlines
- Demonstrated ability to work effectively in different interpersonal environments i.e. autonomously, in small teams and with a wide range of varying stakeholders
- Demonstrated experience in being flexible and adaptable in the face of changing organisational priorities and ambiguous environments
- Strongly demonstrated interpersonal skills with the ability to work across a variety of stakeholders both internal and external

#### **This is an Identified Position**

In this position, the incumbent's race is a genuine occupational qualification and authorised by Section 14(d) of the Anti-Discrimination Act 1977.

The George Institute will accept proof of Aboriginality confirming the incumbent:

- Is of Aboriginal descent
- Identifies as an Aboriginal person, and
- Is accepted by the Aboriginal community in which they live.

#### **Working with Children in NSW**

It is an offence under the NSW *Commission for Children and Young People Act 1998* for a person convicted of a serious sex offence to apply for, attempt to obtain, undertake or remain in child-related employment.

The incumbent will be subject to working with children and criminal background checks, and driving record check.