G-FINDER CASUAL RESEARCH ASSISTANT

Date: early May to the end of October 2022
Training: Training will be provided early/mid-May
Rate: AUD $35/hour

Due to the COVID-19 pandemic, all interviews and training will be conducted online. Research Assistants and permanent staff can work from home or from our Sydney office as required. We are particularly looking for self-motivated and independent people. Candidates with experience working from home and an appropriate IT set-up are desirable.

Policy Cures Research

The global health ecosystem is made up of numerous arms and disciplines. Upstream is where many exciting and ground-breaking biomedical innovations and technologies are discovered and investigated in hopes of finding life-changing treatments, therapies, vaccines, diagnostics, and other tools that can, perhaps one day, turn the tide on a landscape of diseases that continue to vex scientists and plague many of the most disadvantaged people on earth.

Global health R&D is a long and expensive process with many candidate failures on the path to success. It also offers industry little financial return, leaving it heavily reliant on philanthropic and public sector investment to keep it going. This combination makes for a challenging environment in which resources and investment are often at risk.

A critical piece of sustaining this complex (and fragile) ecosystem, is capturing, analysing, and reporting on that investment. This includes both the amounts of funding that are flowing (and to which organisations), as well as the R&D pipeline for diseases and conditions that disproportionately impact people in low- and middle-income countries. That’s where Policy Cures Research comes in.

Policy Cures Research is an internationally respected non-profit research and policy organisation that provides data and strategic analysis on innovation for global health to high-profile organisations around the world. Our flagship project, G-FINDER, provides an annual picture of the global investments made in research and development for neglected infectious diseases, sexual and reproductive health, and emerging infectious diseases.

The G-FINDER project

The G-FINDER project – currently in its 15th year – tracks annual investment into R&D for new products and technologies to address priority global health challenges. This includes funding for basic research and the development of new drugs, vaccines, diagnostics, and other tools for global health priorities that disproportionately affect people in low- and middle-income countries, such as neglected diseases, emerging infectious diseases, and sexual and reproductive health issues.

The basis of this project is an annual survey of the world’s funders and developers of global health R&D. The data collected in this survey has been used to create a unique repository of investment data, providing an unmatched resource for policy-makers, donors, researchers and industry. The database outlines the long-term landscape of funding for R&D for global health priority areas, including where funding gaps exist and how single investments fit into the global picture. Please review the G-FINDER data portal in advance of applying for this role to get a better understanding of the data we collect.
This year we will survey over 900 organisations on their product development investments for neglected diseases, emerging infectious diseases, and sexual and reproductive health. We collect primary data from funders through an online survey, as well as offering offline (Excel) submissions for select organisations. The survey runs from mid-May through to the end of July, and is followed by a period of data checking and cleaning likely running until the end of October.

Research Assistant position

Duties:

1. Contacting overseas-based organisations (via email and phone), requesting their participation in the survey, and addressing their questions
2. Reviewing, categorising, and entering the survey data received based on disease or health issue, and R&D terms. Comparing the incoming data to our scope documents. Some basic data analysis may be involved

Hours:

- Shift times will be flexible, with an expectation of a **minimum of 14 hours a week** up to approximately 35 hours, spread across 2-4 shifts per week (preferably during Australian business hours)
- The number of shifts per week may vary throughout the contract period depending on workload, but it is essential that you can commit to the minimum of 14 hours per week

Key responsibilities:

- Call and email survey participants to encourage them to complete the survey and answer their basic queries. Policy Cures Research staff will be on hand to assist you with any questions that have not been covered in your training
- Maintain meticulous records of your correspondence in our database and Excel spreadsheets. This is essential, and we expect a high level of proactive responsibility in keeping your manager up-to-date on your progress
- Read grant descriptions and make decisions on disease, product, and R&D stage allocations according to the scope of the G-FINDER survey
- Collect, manipulate and upload R&D grant data submitted offline
- Assist staff with other research tasks as needed

Skills, knowledge and experience:

- Education: microbiology, medicine, science, or pharmacy. **Only applicants with a background in these areas will be considered**
- An understanding of product development (e.g. drugs, vaccines, diagnostics) and R&D phases and processes is essential (e.g. basic research, discovery and preclinical research, clinical trials and their phases, post-registration studies)
- Outstanding attention to detail and record-keeping skills, particularly when working from home
- A clear speaking voice, good command of English and a good phone manner
- Must be comfortable cold-calling our contacts and encouraging them to provide data
- Intermediate-to-advanced Microsoft Excel skills, and good knowledge of other Microsoft Office programs
- Good writing skills, ability to communicate in a professional and concise manner
- Foreign language skills are desirable (Portuguese, Japanese, Mandarin, French or German)

Location of work: Policy Cures Research will consider candidates based in or outside Australia, but core operating hours will be based on Sydney working hours and candidates not in Australia will be expected to work flexible hours to overlap with Australia-based colleagues as much as possible. Our office is at Paramount House, 55 Brisbane St, Surry Hills NSW. For the foreseeable future, working on-site depends on it being safe to do so and adhering to our office guidelines. When working from...
home, we expect candidates to have access to a well-functioning computer with the latest operating system installed (preferably Windows 10 or 11) and unrestricted internet access during working hours.

**Contact:** Please send your CV with a brief cover letter to info@policycuresresearch.org

**Closing date for applications:** 25 March 2022