G-FINDER CASUAL RESEARCH ASSISTANT

Date: mid-May to the end of August, 2020
Training: Training will be provided mid-May
Rate: $35/hour

In the face of the COVID-19 pandemic, all interviews and training will be conducted online, with Research Assistants working from home for the foreseeable future. As a consequence, we are particularly looking for self-motivating and independent people. Candidates with experience working from home are desirable.

Policy Cures Research

Policy Cures Research is a global health think tank. Our mission is to improve the health of the world's most disadvantaged by using evidence to advance medical research and biomedical innovation for historically neglected and underfunded health issues.

We focus on identifying gaps in R&D for global health priorities by collecting global investment data. We provide robust, high-quality analysis, and engage with the global health community to offer strategic advice and expertise to stimulate efficient funding for biomedical research and development.

Our aim is to provide governments, funders and civil society organisations with the information they need to make optimal R&D policy and funding decisions to improve the health outcomes of those who are most underserved.

Our vision is a world where researchers and funders work collaboratively to drive biomedical innovation – irrespective of commercial incentives – so that all people, regardless of where they live, have the medical products, tools and technologies they need to combat disease and promote good health.

The G-FINDER project

The G-FINDER project – currently in its thirteenth 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.

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 May to mid-June, and is followed by a period of data checking and cleaning likely running until the end of August.

Research Assistant position

Duties:
1. Contacting overseas-based organisations, 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. 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
- 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
- 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 or pharmacy. If not a student/graduate of one of these faculties, then you should have advanced knowledge of common developing world diseases and treatments.
  Only applicants with a background in science, medicine or pharmacy 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
- 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: Policy Cures Research's office is at Paramount House, 55 Brisbane St, Surry Hills 2010, Sydney. For the foreseeable future, Research Assistants will be working from home and Policy Cures Research will provide the necessary equipment, if needed.

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

Closing date for applications: 8 April 2020