

Job Type: Temporary position (6-8 weeks)
Salary: Up to €7000 (or 250 hours)
Hours: The position is for 35 hours per week, Monday through Friday
Location: From home, occasional meetings at EASO office

Position Summary

Under the direction of the Project Consultant, this position is responsible for data collection for the EASO Report Card on Obesity Prevention and Management in Europe.

The Research Assistant will be responsible for the data management and data collection, involving an environmental scan of obesity prevention/ treatment policies and strategies in Europe and development and maintenance of intellectual property including the dissemination strategy identifying target audience, format of messaging, and media outreach efforts.

The incumbent will work closely with the project consultant, and EASO staff / members involved with the research program. The Research Assistant will facilitate communication between team members, manage/coordinate the day-to-day operations of the program and manage the overall milestones and study targets to ensure completion of the project.

RESPONSIBILITIES/ACTIVITIES:

- Collect data according to an established framework and survey instruments to prepare the second Report Card for release in Q1, 2019.
- Ensure all research procedures/processes are in compliance with the Report Card protocol
- Work with the EASO staff/consultants to plan a dissemination strategy to translate findings widely and measure its reach.
- Track milestones and timelines throughout the life cycle of the program and develop and institute necessary changes to the procedures to ensure milestones are met
- Coordinate and manage data activities including collection, entry, and verification, and ensure accuracy, completeness, and consistency of all data collected for efficient collection, analysis and reporting
- Develop and write standard operating procedures relating to the conduct of the program (e.g., data sources), quality assurance procedures, data quality assurance procedures (e.g., entry, verification, validation), data collection form completion guidelines, reporting procedures, document management, tracking forms to tabulate and prepare reports, newsletters, manuscripts, etc.
- Maintain ongoing communications (including organizing program meetings, managing program working groups, and ensuring communication between program sites and amongst team members and staff)
- Create and provide regular progress reports using management tools to track, manage and communicate progress on all aspects of the project to ensure data is being captured in a timely manner to meet the milestones of the project
- Maintain source documents and ensure all aspects of privacy and data integrity are adhered to in accordance with the ethics approval
- Maintain the established filing system and store all study files and documentation (electronic, paper and web based) in a logical and easily retrievable fashion lead the continuous development of intellectual property including the program website, podcasts, webinars, training manuals, newsletters, policy briefs, etc.

- Organize, analyze and communicate project information
- Assist in the interpretation of program results and the drafting of written summaries of data analyses including figures and tables, as needed, for scientific papers, posters and presentations
- Work with the EASO staff/consultants to produce dissemination materials such as conference presentations and posters, educational materials and other forms of knowledge transfer and exchange resources based on program results for scientific and lay audiences.
- Assist in writing, editing and delivering impact and outcome reports

Qualifications and Experience

- Master's student; A background in health sciences or public health would be an asset in the understanding and development of the report card
- Experience with Microsoft operating systems and Microsoft Suite (Word, Excel etc.)
- Self-starter, able to work with minimal supervision and as part of a team
- Time management, communication and organizational skills are essential
- Experience conducting qualitative interviews over the phone and in-person.
- Experience in conducting online surveys

About EASO

Mission: To reduce the burden of unhealthy weight

Established in 1986, EASO is a federation of professional membership associations from 32 European countries. It is the voice of the European obesity community, representing scientists, health care practitioners, physicians, public health experts, early career researchers, students and patients. EASO is in formal relations with the World Health Organisation (WHO) Regional Office for Europe and is a founding member of the EU Platform on Diet, Physical Activity and Health. EASO's network of >75 Collaborating Centres for Obesity Management (COMs) represent a clinical community that treats more than 80,000 patients per annum.

The **Objectives** of EASO are:

- To establish obesity as an urgent and relevant health and wellbeing priority
- To develop evolving evidence-based approaches for preventing and treating obesity across the lifespan
- To promote effective solutions through research, education and policy.

EASO has 32 member associations representing more than 5000 individual obesity specialists:

Northern Region: Belgium; Denmark; Finland; Germany; Iceland; Ireland; Netherlands; Norway; Russia; Sweden; United Kingdom.

Middle Region: Austria; Croatia; Czech Republic; France; Georgia; Hungary; Poland; Romania; Slovakia; Slovenia; Switzerland.

Southern Region: Bulgaria; Greece; Israel; Italy; Republic of Macedonia; Montenegro, Portugal; Serbia; Spain; Turkey.