Department of Clinical Pathology and Centre for Cancer Research  
Faculty of Medicine, Dentistry and Health Sciences

Colorectal Cancer Study Coordinator

POSITION NO 0062763

CLASSIFICATION UoM6

SALARY $96,459 - $104,413 (pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Part-time (0.6 FTE)

BASIS OF EMPLOYMENT Fixed-term – 18 months (31st December 2025 end date with possibility of extension based on funding)

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY  
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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers

Date Created: 05/02/2024
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Colorectal Oncogenomics Group (COG) is a multi-disciplinary research group within the Department of Clinical Pathology, Melbourne Medical School and within the University of Melbourne Centre for Cancer Research (UMCCR) located within the Victorian Comprehensive Cancer Centre. COG’s research focuses on understanding cancer aetiology, improving cancer diagnostics and addressing clinical challenges related to young-onset colorectal cancer, hereditary colorectal cancer and colonic polyposis syndromes.

COG is looking for a Study Coordinator to recruit eligible participants to the different research studies run by the group and to support cancer and pre-cancer related research projects. This position requires the incumbent to have demonstrated experience with research study recruitment of cancer-affected people, organising blood and tissue specimen provision, collection and abstraction of medical records and participant data cleaning and databasing.

As Study Coordinator, you will work as an integral part of the team of wet- and dry-laboratory researchers, administration staff, and clinicians. In addition to recruiting participants, you will be responsible for providing high level administrative and research coordination including the writing of ethics applications and annual progress reports, protocols and research documentation, verification of cancers, coordination of administration processes and liaising with key stakeholders to achieve study objectives. Assisting with the preparation of funding applications, budgets and annual reports when required. The Study Coordinator will be proficient with managing confidential databases, requiring a high degree of accuracy, attention to detail and competency in the collation of study data.

The role requires a high degree of responsibility, self-motivation, and organisation, with the successful applicant expected to work autonomously, managing their own priorities and projects with minimal supervision. Because of the nature of the work, some flexibility in working outside of business hours may be required.

The role will also contribute to the University of Melbourne’s partnership with international genomics company Illumina. The University has entered a long-term strategic partnership with Illumina, a global leader in genomics technology, to jointly foster the development of world-leading genomics research and innovation activities and to accelerate the translation of these innovations through to adoption in the healthcare system. Together, Illumina and the University have established The Advanced Genomics Collaboration (TAGC), a Victorian Government
funded initiative which aims to support a pipeline of commercially focused genomics innovation projects to deliver a cluster of new high growth, high-tech start-ups within the Melbourne Biomedical Precinct.

This position reports to the Head of the Colorectal Oncogenomics Group.

1. **Key Responsibilities**

1.1 **RESEARCH AND RESEARCH TRAINING**

- Conduct ethical research and project coordination work at the highest level of integrity and in line with the Australian Code of Responsible Conduct of Research guidelines.
- Liaise with Family Cancer Clinics, Gastroenterological and Hospital surgical services locally and across Australia in a professional manner to recruit eligible participants to one of three active research studies.
- Liaise with the participants in a professional and empathetic manner to obtain consent, lifestyle and environmental risk factor information via structured questionnaire, collect and abstract information from medical records, and obtain/generate a current family cancer history pedigree.
- Liaise with consented participants and Pathology services to obtain a blood sample and its transport to the laboratory.
- Liaise with Pathology services across Australia and with the laboratory’s Histologist to obtain cancer, pre-cancer and normal tissue samples from participants.
- Ensure study ethics is current and compliant across University and Hospital sites including providing annual progress reports.
- Meticulous data entry of confidential clinical, genetic, and personal data in a study specific research Microsoft Access database ensuring data privacy and integrity.
- Perform data quality checks on participant data on the laboratory database and provide relevant participant data for research projects, publications and grants.
- Assist with the preparation of grant renewal applications, budgets, and annual reports as required.
- Return clinically actionable results to Family Cancer Clinics and Genetics services using structured report.
- Develop administrative processes for emailing/mailing questionnaires, consent forms, collection of blood samples, and acquiring medical records to verify cancers and polyps.
- Contact eligible participants, obtaining consent, and administering telephones interviews and obtaining family history information in an accurate and confidential manner.
- Coordinate work efforts with laboratory staff for accurate and timely data generation, collation, entry and retrieval of data and results.
- Work as part of a larger team of researchers and consumer advocates to achieve each study’s objectives and contribute to publications and grant applications.
- Participate in the weekly laboratory meeting, including work summary presentations as required.
- Participate in research as a member of research teams both within the Department, UMCCCR and external collaborators.
1.2 LEADERSHIP AND SERVICE

- Other duties commensurate with the position as directed by the Supervisor.
- Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- Completion of a degree level qualification (e.g. Bachelor of Science or Biological Science degree), or the equivalent combination of relevant experience and/or education/training in a scientific research, allied health, or medical setting.
- Excellent communication and interpersonal skills and demonstrated ability to establish and maintain rapport with participants and colleagues across a diverse range of community and cultural groups.
- Demonstrated experience as a study co-ordinator or cancer project management.
- Excellent project management and organisation skills with demonstrated problem-solving skills and the ability to work on multiple projects.
- Previous experience with participant consenting and interviewing, especially structured questionnaire for the collection and handling of confidential information.
- Demonstrated excellent verbal and written communication skills for effective research collaboration and engagement.
- Demonstrated ability to work as part of a team or independently as necessary and be self-motivated to consistently produce the best possible results in a timely manner.
- Evidence of ability to meet deadlines while producing high quality work.
- Proficiency in working with Microsoft Office programs.

2.2 DESIRABLE

- Experience in colorectal cancer-related projects.
- Experience with family-based studies and recruitment of multiple family members
- Previous experience with Human Research Ethics Committee applications and maintenance of ethically approved projects.
- Experience reading and abstracting data from pathology and colonoscopy reports.
- Experience/proficiency in working with Microsoft Access database

2.3 OTHER JOB RELATED INFORMATION

- This position is based in a hospital, under Directions from the Secretary Department of Health, staff are required to be Fully Vaccinated (boosted - 3 COVID vaccinations) or hold a valid exemption.
- The incumbent may be required to contribute to Centre activities out-of-hours.
This position requires the incumbent to hold a current and valid Working with Children Check.

3. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:
https://safety.unimelb.edu.au/people/community/responsibilities

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 DEPARTMENT OF CLINICAL PATHOLOGY

http://medicine.unimelb.edu.au/school-structure/clinical-pathology

The Department of Clinical Pathology focuses on graduate learning and teaching, research and engagement in the clinical discipline of pathology. The Department is located at the Parkville campus with offices in the state of the art Victorian Comprehensive Cancer Centre (VCCC) building.

The Department of Clinical Pathology collaborates broadly with other Departments, Centres, Schools and Faculties of the University of Melbourne, health services and
medical research institutes to generate new knowledge in cancer research to improve the outcomes of patients. Initial programs of research will specifically focus on the molecular defects of tumours and the utility of applying the knowledge of these defects to prognostication and treatment of patients with cancer. The Department of Clinical Pathology also provides specialist laboratories for cancer cell biology, DNA bio-banking, rapid large scale, next generation sequencing and organoid generation and testing.

Whilst the initial research focus of the MMS Department of Clinical Pathology is cancer research it also has a more generalist remit for graduate learning and teaching and engagement across the broader areas of clinical pathology. The Department of Clinical Pathology teaches into the Melbourne Medical School’s flagship course, the Doctor of Medicine and has thriving Honours, Masters and PhD student cohorts.

5.2 THE UNIVERSITY OF MELBOURNE CENTRE FOR CANCER
www.mdhs.unimelb.edu.au/umccr

The University of Melbourne Centre for Cancer Research is located within the Victorian Comprehensive Cancer Research Centre and is focused on improving cancer outcomes through genome-directed medicine and discovery. The UMCCR has strong involvement with Melbourne teaching hospitals, research institutes and VCCC alliance partners. The Centre is also actively engaged in several large international consortia.

5.3 MELBOURNE MEDICAL SCHOOL
www.medicine.unimelb.edu.au

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

Under the leadership of Professor Sarath Ranganathan, MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice and Primary Care;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics, Gynaecology and Newborn Health;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
Surgery.

MMS has more than 1,200 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,296 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of $165 million, the School’s research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School’s flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a $6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice and Primary Care’s continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School’s development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:

https://medicine.unimelb.edu.au/about/diversity-and-inclusion

MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia’s leading medical school.

5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES
www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate
and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is $628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.5 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

5.6 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

» We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

» We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

» We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

» We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.
The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.7 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance