POSITION DESCRIPTION

Phoenix Australia Centre for Posttraumatic Mental Health Inc
Department of Psychiatry
Faculty of Medicine, Dentistry and Health Sciences

Research Fellow: Clinical Trial Coordinator

POSITION NO 0055621
CLASSIFICATION Level B
WORK FOCUS CATEGORY Academic Research
SALARY $114,645 – 136,136 per annum
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full time 1.0 FTE
BASIS OF EMPLOYMENT Fixed-term contract for four years
OTHER BENEFITS http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY Dr Winnie Lau
wlau@unimelb.edu.au
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
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

Phoenix Australia is the National Centre of Excellence in Posttraumatic Mental Health. Our team includes researchers, clinical psychologists, psychiatrists and other mental health experts. We conduct world-leading research into trauma-related mental illness and its treatment. We also provide education and training to mental health clinicians, consult to government and the private sector regarding best practice responses to trauma and provide treatment directly to patients through our innovative BlueHub and Responder Assist programs and our psychiatry clinic. We publish Australia’s national posttraumatic stress disorder (PTSD) treatment guidelines.

We are seeking to recruit a Clinical Trial Coordinator. The successful candidate will be responsible for coordinating a four-year, multi-site randomised controlled trial of a novel pharmacological agent for PTSD. They will contribute to all aspects of clinical trial coordination, including recruiting and training research personnel, organising and attending meetings, preparing documentation for Human Research Ethics Committees and regulatory bodies, arranging multi-institute agreements, establishing the trial database, developing and implementing the marketing and communications plan, coordinating participant recruitment, assisting with participant assessments and interviews, coordinating data entry and monitoring, analysing the trial data and preparing manuscripts reporting the trial findings.

This position would suit an experienced researcher with trial coordination experience and (ideally) knowledge of mental health interventions. It is an opportunity to contribute to groundbreaking research that has the potential to change the lives of the millions of people suffering from PTSD globally.

This is a new fixed-term position funded by a grant from the United States Congressionally Directed Medical Research Programs. The successful candidate will be based at Phoenix Australia’s main office in the Alan Gilbert Building at the Parkville campus of the University of Melbourne but may also from time to time be required to work from our Traumatic Stress Clinic at Royal Park Hospital in Parkville. They may also need to travel to the other trial sites in Heidelberg, South Melbourne and Geelong.
1. **Key Responsibilities**

1.1 **RESEARCH**

- Manage the day-to-day running of a four-year, multi-site randomised controlled trial in accordance with Good Clinical Practice (GCP) guidelines and the National Statement on Ethical Conduct in Human Research.
- Coordinate staff recruitment (including developing position descriptions, obtaining budget approvals and shortlisting and interviewing candidates) and conduct induction, onboarding and training of new staff.
- Manage a team of research assistants and provide advice to team members regarding trial processes, including referral to clinicians where appropriate (e.g. risk management).
- Arrange and attend meetings of the research team and other relevant meetings.
- Manage the trial budget and liaise with the funding body regarding expenditure and trial milestones.
- Lead the preparation of trial documentation, including the trial protocol, Standard Operating Procedures (SOPs) and submissions to Human Research Ethics Committees (HRECs) and other regulatory bodies.
- Arrange multi-institute agreements and communicate effectively with the different trial sites and relevant external organisations.
- Establish the Data Safety Monitoring Board and Community Advisory Board.
- Assist with the development and implementation of the marketing and communications strategy.
- Establish and maintain the trial database on REDCap and manage data entry and monitoring for the trial.
- Assist with recruitment and follow-up of trial participants (including obtaining informed consent, booking appointments, conducting interview assessments using psychiatric rating scales and other validated questionnaires and performing data entry).
- Monitor the trial's compliance with GCP and other regulatory requirements and liaise with HRECs and other regulatory bodies, including assisting with the reporting of adverse events.
- Conduct preliminary data cleaning and, with support from the trial statisticians, basic descriptive and univariate statistical analysis (e.g. t-test, ANOVA).
- Lead or contribute to the preparation of manuscripts reporting the trial findings and the submission of these manuscripts to academic journals.

1.2 **KNOWLEDGE TRANSFER**

- Contribute to the dissemination and implementation of best practice in posttraumatic mental health.
- If required, contribute to the design, development and delivery of knowledge transfer initiatives and projects.
- Undertake other associated tasks as required by the Director of Phoenix Australia.
1.3 SERVICE AND LEADERSHIP

- Manage and provide supervision as required to Phoenix Australia staff to promote professional development and excellent work performance consistent with Phoenix Australia’s strategic and operational objectives.
- Play an active role in fulfilling the vision of Phoenix Australia, including engaging in the range of information sharing, communication and business development.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

1.4 STAFF SUPERVISION

- Undertake probationary and performance management processes, ensuring you have regular conversations with your staff and are providing positive and constructive feedback to enhance staff and team performance.
- Provide coaching, guidance and support for career planning, ensuring staff have access to appropriate professional development activities.
- Understand your responsibilities associated with approving staff leave and ensuring leave is approved in line with operational requirements.
- Allocate and monitor workload and address associated issues in a timely manner.
- Ensure new staff participate in the university’s induction program and provide a localised work area orientation.

2. Selection Criteria

2.1 ESSENTIAL

- Postgraduate qualifications in medical/health sciences, behavioural sciences or public health.
- Demonstrated experience coordinating clinical trials (eg. randomised controlled trials) and managing projects including planning, budgeting, delivery, coordinating staff, and accountability.
- Research experience including writing ethics applications and managing research projects.
- Excellent analytical and problem-solving skills.
- Proven ability to work autonomously and part of a team, exercising sound professional judgement and seeking advice and consultation when appropriate.
- Strong interpersonal, communication and organisational skills.
- Demonstrated ability to effectively liaise and with external stakeholders such as referrers.
- Demonstrated competency with working with Microsoft suite of products (e.g. Word, PowerPoint, Excel) and Endnote.

2.2 DESIRABLE

- A PhD or other Doctoral level qualifications.
- Evidence of publication in peer review journals or technical report writing.
Knowledge of clinical and research literature in relation to posttraumatic mental health.
Clinical qualifications (recognised in Australia) in the field of mental health.
Clinical experience in mental health assessment and formulation development.
Clinical experience in working with clients with mental health disorders or posttraumatic mental health issues using evidence-based approaches.
Experience in patient management systems.
Current driver’s licence.

2.3 SPECIAL REQUIREMENTS

This position is based at Phoenix Australia’s main office in the Alan Gilbert Building at the Parkville campus of the University of Melbourne. The successful candidate may also be required from time to time to work from our Traumatic Stress Clinic at Royal Park Hospital in Parkville and to travel to the other trial sites in Heidelberg, South Melbourne and Geelong.

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-of-personnel

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

5.1 PHOENIX AUSTRALIA-CENTRE FOR POSTTRAUMATIC MENTAL HEALTH

Phoenix Australia is an independent not-for-profit company and a registered charity. With an affiliation with the University of Melbourne, our staff are mostly employed by the University and we have a close working relationship with the Department of Psychiatry within the Melbourne Medical School. Our Board of Directors includes independent members as well as senior representatives from the Departments of Veterans’ Affairs and Defence.

For further information, visit Phoenix Australia’s website at www.phoenixaustralia.org

5.2 DEPARTMENT OF PSYCHIATRY

The Department of Psychiatry at the University of Melbourne was established in the 1960s. It is one of the largest Departments in the Melbourne Medical School. There are about 120 academic and professional staff, 140 honorary staff and 50 students pursuing research degrees from Honours, Masters, and PhD programs. A further 240 students are enrolled in graduate coursework programs, including the flagship Master of Psychiatry program. The Department plays a key role in the medical curriculum of the graduate Doctor of Medicine (MD) program, providing rotations in psychiatry for medical students and teaching in other sections of the course. The Department also offers opportunities for students undertaking research projects in the MD course.

The Department is located across a broad reach of Melbourne. It has teaching and research units at Austin Health, St Vincent’s Health, and within NorthWestern Mental Health: the latter includes units at Royal Melbourne Hospital, Sunshine Hospital, and Northern Hospital. The Department also has units at two private hospitals: Albert Road Clinic (Ramsay Health Care) and The Melbourne Clinic (Healthscope).

The Department has a number of specialist clinical research units, comprising the Academic Unit for Psychiatry of Old Age, Melbourne Neuropsychiatry Centre, Phoenix Australia (Centre for Posttraumatic Mental Health), and the Psychosocial Research Centre.

The Department’s research focuses on improving our understanding and treatment of mental health disorders. It covers a broad range of psychiatric research, including prediction and biomarker research, neuropsychiatry, psychopharmacology, neuroimaging, psychosocial research, economic evaluation, ethics, psychiatric epidemiology, and mental health service delivery.

www.medicine.unimelb.edu.au/school-structure/psychiatry

5.3 MELBOURNE MEDICAL SCHOOL

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 John Prins, 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;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics and Gynaecology;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,000 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 2,725 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’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.

www.medicine.unimelb.edu.au

5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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.

www.mdhs.unimelb.edu.au/

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