



## POSITION DESCRIPTION

Melbourne Centre for Clinical Trials / Melbourne Academic Centre for Health  
Faculty of Medicine, Dentistry and Health Sciences

# Melbourne Centre for Clinical Trials (MCCT) and Melbourne Academic Centre for Health (MACH) Clinical Trials Manager

<b>POSITION NO</b>	0064135
<b>CLASSIFICATION</b>	UOM 8
<b>SALARY</b>	\$119,742 - \$129,607 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full time Melbourne Centre for Clinical Trials (0.6FTE) Melbourne Academic Centre for Health (0.4FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed-term for 2 years
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Prof Julie Simpson MCCT - Email: <a href="mailto:mcct-info@unimelb.edu.au">mcct-info@unimelb.edu.au</a> Nick Walsh MACH - Email: <a href="mailto:nicholas.walsh@unimelb.edu.au">nicholas.walsh@unimelb.edu.au</a> <i>Please do not send your application to these contacts</i>

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

This joint position between the Melbourne Centre for Clinical Trials (MCCT) and the Melbourne Academic Centre for Health (MACH) has been established to facilitate, coordinate and manage with a high degree of independence, the collaboration of clinical trials and methodology groups across The University of Melbourne and affiliated MACH hospitals and institutes.

### **MCCT – Clinical Trials Manager**

The primary purpose is to facilitate best practices in the conduct of clinical trials, supporting stakeholders through collaboration with the MCCT. A key responsibility of the MCCT Clinical Trials Manager will be to advise the MCCT co-directors and ensure the University of Melbourne and MCCT partners will meet the future NHMRC requirements for clinical trials to be conducted through an NHMRC accredited clinical trial unit, a critical requirement in securing prospective and ongoing grant funding for the University of Melbourne and the MCCT partners. The MCCT Clinical Trials Manager will apply in-depth subject matter expertise in clinical trial operations to improve the University's overall operative performance in the clinical trials landscape.

### **MACH – Clinical Trials Manager**

The incumbent will have particular responsibility for oversight of clinical trials facilitation activities and will contribute to other programs key in the MACH strategy. The incumbent will also contribute to the delivery of authoritative, high-quality advice on a broad range of issues, strategies, and activities to the MACH Executive, Board and associated committees. The incumbent will apply advanced decision making and discretionary judgement when providing support for meetings, forums, conferences and interactions to assist with the implementation of MACH goals and strategic plan.

## 1. Key Responsibilities

### MCCT and MACH specific

- ▶ Provide high level advice, analysis, and recommendations to support the preparation of key strategy documents, effective and influential submissions, reports, and high impact presentations. Using a strong research knowledge base, synthesise information and assist with the drafting discussion papers on key initiatives for MCCT, MACH and their members.
- ▶ Foster cross-disciplinary collaboration among diverse stakeholders such as researchers, clinicians, sponsors, and regulatory bodies.
- ▶ Lead projects through advanced decision making to harmonise clinical trial governance across MACH partners and liaise with other Victorian health services through the Hospital Research Managers and Directors committees.
- ▶ Assist the MACH partners with the development and implementation of new initiatives which are of relevance to the MACH members. This includes the recently released *marra ngarrgoo, marra goorri* - Victorian Aboriginal Health, Medical and Wellbeing Research Accord, and the proposed research ethics and governance “One Stop Shop”.
- ▶ Provide strategic input and subject matter expertise into the Australian Clinical Trials Education Centre (A-CTEC).
- ▶ Prepare and disseminate agendas and take minutes of project committees and working groups as required and support in the execution of action items from relevant boards, committees and working groups.

### MCCT specific only

- ▶ Connect external stakeholders with MCCT partners, working closely with the Research Infrastructure and Commercialisation team.
- ▶ Independently implement quality assurance processes and monitoring metrics to ensure the high-quality standards required for conducting clinical trials are consistently met.
- ▶ Lead the promotion of the MCCT by leading all marketing activities, including website, brochures, social media, etc.
- ▶ Prepare regular reports about progress and funding of portfolio projects, where applicable.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ A relevant tertiary degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education and training.
- ▶ Experience in clinical trials and/or ethics and governance in either industry or a health service.
- ▶ Comprehensive experience and understanding of how the conduct of clinical trials could be improved and/or be more efficient through shared resources/staffing, etc. across the MCCT/MACH partners.
- ▶ Demonstrated project management experience and the ability to prioritise competing projects and demands.

- ▶ Highly developed communication skills with demonstrated expert writing skills and demonstrated experience in researching, analysing and drafting a range of materials for a variety of audiences.
- ▶ A strong track record of being able to engage and influence at multiple levels of an organisational with a focus on delivery and stakeholder management.
- ▶ Strong interpersonal skills, with the ability to demonstrate flexibility, initiative and to act with diplomacy and tact.
- ▶ Ability to work both independently and collaboratively as part of a broader team.
- ▶ Demonstrated ability to deal sensitively and professionally with commercial and in confidence matters in a complex business environment.

## 2.2 DESIRABLE

- ▶ High level understanding of the structure and operations of Research Translation Centres, Australian Health Research Alliance (AHRA) and the University of Melbourne.
- ▶ Ability to develop collaboration and drive a high-performance culture in line with organisational values.
- ▶ Project management experience in clinical research, a healthcare or university setting.
- ▶ Knowledge of or willingness to learn basic website and social media content management.

## 2.3 OTHER JOB RELATED INFORMATION

- ▶ The incumbent is required to occasionally work out of ordinary hours, some interstate travel may be required.

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Clinical Trials Manager operates under the broad supervision of the MCCT Co-Directors, MACH Executive Director and Chief Operating Officer and is expected to work independently on achievement of role objectives.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will display a high level of judgement, diplomacy, advocacy and excellent problem-solving skills to encourage collaboration within a competitive environment. They will be required to navigate issues within an environment of competing priorities and resource constraints.

## 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent requires a knowledge of the clinical trial regulations in Australia and requirements of ethics and research governance approvals. The incumbent has a broad knowledge base regarding healthcare delivery, health and medical research and the University environment. The incumbent is expected to develop a sound working knowledge of the University policies and procedures and NHMRC Research Translation Centres.

### 3.4 BREADTH OF THE POSITION

The incumbent is required to have excellent communication and interpersonal skills with a focus on stakeholder relations. The position requires engagement with a wide range of internal and external stakeholders and representing the MCCT and MACH in various forums.

## 4. *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.

## 5. *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.

## 6. *Other Information*

### 6.1 ORGANISATION UNIT

<https://mdhs.unimelb.edu.au/mcct>

The Melbourne Centre for Clinical Trials (MCCT) has been established to facilitate and coordinate the collaboration of clinical trials units and methodology groups across the

Melbourne network comprised of The University of Melbourne and affiliated Melbourne Academic Centre for Health (MACH) hospitals and institutes. The primary purpose of the MCCT is to ensure the efficient and ethical execution of regulatory compliant clinical trials while upholding the highest standards of quality and patient safety.

<https://machaustralia.org/>

The MACH is a joint venture between Victoria's top healthcare providers, medical research institutes and the University of Melbourne.

In 2015, the MACH was recognised by the National Health and Medical Research Council (NHMRC) as one of the first four Advanced Health Research and Translation Centres (AHRTCs) in Australia and in 2022 was successfully re-accredited by NHMRC as one of 14 recognised Research Translation Centres across Australia. These Centres form the Australian Health Research Alliance (AHRA) and are based on the Academic Health Science Centre model that have been successful in the US, UK and across Europe in bringing together academia and healthcare to accelerate the translation of research into clinical care.

The MACH partnership brings together health services, health scientists and healthcare consumers committed to translation of interdisciplinary research that will benefit patients and strengthen the economy. We address current health challenges by delivering precision care tailored to the needs of patients, developing world-leading research into tomorrow's healthcare and nurturing future leaders of innovative care. We work collaboratively across our 19 partners, and with the broader medical and scientific community, Australian governments, industry partners and healthcare consumers to fulfil MACH's potential to be Australia's leading health transformation partnership.

## 6.2 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>

## 6.3 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.

#### 6.4 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>