POSITION DESCRIPTION

The University of Melbourne 
(logo)

Medicine, Austin Hospital

Faculty of Medicine, Dentistry and Health Sciences

Clinical Trial Project Coordinator

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| Position No | 0062644 |
| Classification | UOM 7 |
| Salary | $106,432-$115,211 |
| Superannuation | Employer contribution of 17.0% |
| Employment Type | 0.6 FTE fixed-term position until December 2025. |
| Other Benefits | <http://about.unimelb.edu.au/careers/working/benefits> |
| Current Occupant | Vacant |
| How to Apply | Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](http://hr.unimelb.edu.au/careers), under ‘Job Search and Job Alerts’, select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number. |
| contact For enquiries only | Contact: Mariam Hachem  Email: mariam.hachem@unimelb.edu.au  Please do not send your application to this contact |

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

Position Summary

This position will be responsible for assisting in the project coordination of the FlashGM Study alongside the Trial Manager. The FlashGM Study is an NHMRC funded randomised, controlled, multi-centre, national clinical trial for Aboriginal and Torres Strait Islander people with type 2 diabetes using continuous glucose monitoring. The primary aim of the study is to assess whether continuous glucose monitoring can improve glycated haemoglobin levels (HbA1c) over a 6 month period compared to usual care (finger pricking). The clinical trial currently has 20+ clinical trial sites in primary care, Aboriginal Community Controlled Organisations, and tertiary hospitals across urban, regional, remote and rural Australia. The core team led from the University of Melbourne comprises of; an Indigenous Research Assistant, Indigenous Engagement Officer, Data Manager, Lead Study Coordinator, Trial Manager and Principal Investigator.

We are seeking a motivated individual with experience in clinical trials (ICH-GCP), project management, diabetes education/nursing/working in primary care (desirable), and a passion to improve health equity for Aboriginal and Torres Strait Islander people with type 2 diabetes. The individual should be highly organised, deadline driven and an effective communicator to build the research capacity of our team. The Clinical Trial Project Coordinator will report directly to Prof Elif Ekinci, Principal Investigator on the project and the Trial Manager.

# Selection Criteria

## Essential

* Experience working as a clinical trial coordinator
* Demonstrated experience of project managing complex clinical trials.
* Previous experience in a medical, nursing or clinical research.
* Experience working within a multidisciplinary team, including key role in co-ordination and clinical trial processes including developing and executing standard operating procedures, completing multi-layered ethics submissions, regulatory submissions, addition and removal of sites, ICH-GCP requirements.
* Excellent organisational skills
* Demonstrated ability to work independently as well as work in close cooperation with other members of a research team and to maintain good working relationships with staff
* High level of initiative with a demonstrated ability to plan, implement, prioritise and set deadlines
* Excellent verbal and written communication skills
* Proven ability to adhere to privacy requirements of the role.
* Proficiency in a range of computer applications, ethics review manager (ERM), SAGE, RedCap, Microsoft Office suite, Web based search engines and databases.
* Previous experience with clinical trials online reporting systems.
* Adherence to ICH-Good Clinical Practice Guidelines.

## Desirable

* Qualification or experience in any of Indigenous health and diabetes.

# Special Requirements

* Valid Drivers Licence required
* Interstate/international travel will be required.

# Key Responsibilities

* Effectively and efficiently manage all aspect of trial research activities which involves but is not limited to; development and execution of standard operating procedures for clinical trials, accurate record keeping, case report form completion, ethics submissions, compliance with auditing requirements.
* Provide research project updates in a timely manner to the Trial Manager and Prof Elif Ekinci.
* Provide executive support to the trial committees.
* Ensure that document preparation and storage meets the standards and compliance obligations for clinical research and reporting agencies.
* Ensure accurate and timely completion of paper or electronic case reports and other study documentation such as patient follow-ups and laboratory investigations
* Preparation and submission of Research Ethics Committee and Governance applications, amendments, safety reports, annual reports and other relevant correspondence.
* Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5
* Provide support to the Trial Manager, when needed.
* Contribute to team meetings through participation in discussions or related research publications and the presentation of research data for discussion
* Collaborate with members of the research team and key stakeholders as required.
* Other relevant duties as required, as directed by the supervisor

# Other Information

## medicine, austin hospital

http://www.medicine.unimelb.edu.au/medicine-and-radiology

The Department of Medicine, Austin Health is a large research focused department in the Melbourne Medical School and is committed to high standards of teaching, research and clinical care. The Department had major programs in basic and applied research, has clinical responsibilities at Austin Hospital, Heidelberg Repatriation Hospital and contributes significantly to the undergraduate teaching program for medical students. The research base is broad with significant funding from NH&MRC and other competitive grant schemes. There are approximately 90 academic, technical and administrative staff, and over 90 students who are enrolled to pursue higher degrees from BSc (Hons), MSc, PhD and DMedSc.

## FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://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 $630m 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.

## The University of Melbourne

The University of Melbourne is a leading international university with a tradition of excel­lence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world’s top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

## Growing Esteem, the Melbourne Curriculum and Research at melbourne: Ensuring excellence and impact to 2025

* Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
* The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
* The University’s global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University’s research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/index.html#home>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia’s ‘place’ in the Asia-Pacific region and the world, and on our ‘purpose’ or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## Equity and Diversity

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

## 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 http://www.unimelb.edu.au/unisec/governance.html.

# 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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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