

# SENIOR PROJECT COORDINATOR

DEPARTMENT/UNIT	Monash University Clinical Trials Centre, Medicine Nursing and Health Sciences Faculty Office
FACULTY/DIVISION	Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	553 St Kilda Road, Melbourne

## ORGANISATIONAL CONTEXT

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At [Monash](#), work feels different. There's a sense of belonging, from contributing to something ground-breaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life, reduce health inequality and promote greater health and social outcomes.

We're globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit [www.monash.edu/medicine](http://www.monash.edu/medicine).

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

The [Monash University Clinical Trials Centre](#) is an academic research organisation of the Faculty of Medicine, Nursing and Health Sciences that aims to improve health and wellbeing across the globe through supporting innovative and impactful clinical trials. The Centre provides a dedicated and specialised clinical trial support service for Monash University academics and external health service and industry partners. The Centre supports the development and delivery of innovative clinical trial methodological design, research processes and analytical approaches in clinical trials, located at 553 St Kilda Road, Melbourne.

Melbourne Sexual Health Centre (MSHC) is a leader in managing and preventing sexually transmitted infections (STIs). Our mission is to maximise sexual health through excellence in education, clinical care and research. MSHC is the main public sexually transmitted disease clinic in Melbourne, Australia. MSHC is part of Alfred Health and the Monash University School of Translational Medicine.

## POSITION PURPOSE

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The Senior Project Coordinator is responsible for overseeing and delivering high-quality research services to support the operations and delivery of the Monash University Clinical Trials Centre (MUCTC) program outcomes. The Senior Project Coordinator performs a range of significant and complex research activities that play a critical role in ensuring the success the MUCTC, this includes overseeing and undertaking management of clinical research projects in close collaboration with the investigator team.

This position supports projects through a range of activities including development of essential documents, preparation of Human Research Ethics Committee (HREC) applications, regulatory documentation, investigational medical product (IMP) and supply management, site set up and staff training, data monitoring for quality control, clinical research contracts, organising site and investigator meetings and ongoing stakeholder liaison.

The Senior Project Coordinator is a subject matter expert and provides specialist advice to clients, stakeholders and colleagues and delivers efficient research services in accordance with research protocols and standards.

This position will primarily be managing the SOS Global Syphilis project based at MSHC. This project aims to improve the understanding of syphilis transmission.

**Reporting Line:** The position reports to the MUCTC Operations Manager and takes direction from the project Chief Investigators, under broad direction.

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## **KEY RESPONSIBILITIES**

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1. Oversee and co-ordinate the day-to-day operations of the research project including development of essential study documents, coordination of eCRF and database development, ethics & governance submissions, site selection and initiation, equipment and supply management, development of monitoring plans and maintenance of site files and study materials
2. Provide a high-quality research administration program including committee management, contract management and project management to meet research objectives, timeframes, protocols and regulatory compliance requirements
3. Support the delivery of a high-quality clinical research project and ensure adherence to the study protocol, Good Clinical Practice (GCP), the NHMRC statement on Ethical Conduct in Human Research and all relevant legislation and regulatory requirements
4. Provide specialist and technical advice, education and/or support to clients, staff, students and other stakeholders to achieve the aims of the project
5. Develop and maintain up-to-date specialist knowledge of new and innovative research methodology, equipment, technology, data management and analysis to support the aims of the project
6. Develop and manage the project budget, tracking expenditure and providing financial reports in support of the overall project, and where required contribute to development of budgets to support funding proposals
7. Build and sustain partnerships, collaborations and networks with academic and other staff, relevant research bodies, and service providers to achieve the aim of the research project
8. Other duties as directed from time to time.

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - A degree qualification in a relevant field with extensive relevant experience; or
  - extensive experience and management expertise in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training.

### **Knowledge and Skills**

2. Demonstrated experience in overseeing a successful research program or clinical research, with a focus on operational excellence
3. Highly-developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines
4. Demonstrated project management skills, with a proven record of successfully supporting research projects through to completion
5. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
6. Demonstrated analytical, research and problem-solving skills and the ability to identify and recommend solutions to challenging issues

7. Highly-developed interpersonal and communication skills with the ability to prepare professional documentation for various audiences.
8. Demonstrated relationship management and consulting skills, including the ability to interact with, negotiate with and gain co-operation from internal and external stakeholders

## **OTHER JOB-RELATED INFORMATION**

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- Attendance at Melbourne Sexual Health Centre will be required, and travel to other campuses of the University may be required
- There may be a requirement to work flexible hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.