

## Position Description

### Clinical Trial Coordinator - Research Officer

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**Position No:**

**Department:** La Trobe Sport and Exercise Medicine Research Centre

**School:** School of Allied Health, Human Services and Sport

**Campus/Location:** Melbourne (Bundoora)

**Classification:** Level A – Clinical Trial Coordinator

**Employment Type:** Part-time, Fixed term

**Position Supervisor:** Professor Kay Crossley  
**Number:** 50086022

**Other Benefits:** <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

School of Allied Health, Human Services and Sport – <http://latrobe.edu.au/school-allied-health>

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**For enquiries only contact:**

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# Position Description

## Level A - Clinical Trial Coordinator - Research Officer

A Level A research only academic is expected to contribute towards the research effort of the institution and to develop their research expertise through the pursuit of defined projects relevant to the particular field of research.

This position will assist in clinically based research (e.g. collecting data from people with and without sports and musculoskeletal pain and injury, entering and analysing data from clinical populations, administrating clinical trials) for projects within the research centre.

### Position Context

The position is located in the La Trobe Sport and Exercise Medicine Research Centre within the School of Allied Health, Human Services and Sport in the College of Science, Health and Engineering. The research focus of the Centre is to increase sport and exercise medicine knowledge through excellent collaborative research and translate knowledge to policy, practice, participation, health and well-being.

### Duties at this level may include:

- Creation of recruitment plan for clinical trial, recruitment of participants and participant screening
- Randomisation of study participants and random fidelity checks
- Arranging outcome assessments, baseline assessments and follow-up assessments
- Exercise app registration and monitoring for participants, overseeing and monitoring Fitbit data
- Data entry and database management managing online data collection and data checking
- Liaising with physiotherapy and health professionals and answering their queries and supply of handbooks
- Develop a limited amount of research related material for teaching or other purposes with appropriate guidance from more senior staff and disseminate high impact research
- Attendance at meetings associated with research or the work of the unit to which the research is connected and/or at Departmental or School meetings
- Acquire research data and results. Run analyses and tests using specified and agreed techniques and models
- Contribute to and uphold a robust and ambitious research culture
- Undertake administrative functions primarily connected with the area of research
- Undertake other duties commensurate with the classification and scope of the position as required by the La Trobe Sport and Exercise Medicine Research Centre Director or supervisor

### Key Selection Criteria

- Completion of a Bachelor's degree (or equivalent) in physiotherapy or other health sciences (e.g. podiatry, nursing)
- Registered physiotherapist or other health sciences discipline
- Sound analytical skills with an ability to communicate complex information clearly both orally and in writing
- High level organisational skills: the ability to set priorities, meet deadlines, initiate and follow-up actions, all with minimal supervision

- Sound skills using the Microsoft Office suite of programs (e.g. Word, Excel, Powerpoint)
- Outstanding oral and written communication skills, including the ability to interact effectively with people from a diverse range of backgrounds
- Demonstrated ability to work as a member of a team in a cooperative and collegial manner
- Demonstrated high level of self-motivation and personal management skills

#### **Desirable**

- Experience in a research environment

#### **Other relevant information:**

- The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job

#### **Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards

#### **Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

#### **La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected**:* We connect to the world outside — the students and communities we serve, both locally and globally
- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

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For Human Resource Use Only

Initials:            Date: