POSITION DESCRIPTION

Position Title: Clinical Research Coordinator
Organisation Unit: Queensland Cerebral Palsy and Rehabilitation Research Centre, Faculty of Medicine – Child Health Research Centre
Position Number: 3031395
Type of Employment: Full time, 3 years fixed term.
Classification: HEW Level 6

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences,
sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Faculty of Medicine

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

UQ Child Health Research Centre

Established in 2015, the UQ Child Health Research Centre (UQ-CHRC) brings together some of UQ’s leading researchers to tackle global challenges in child and adolescent health. With research in nutrition and growth, respiratory disease, allied health, environmental health, burns, infectious diseases, cerebral palsy, rehabilitation and child and youth mental health and more, the centre is making a difference to the health of children everywhere. The UQ-CHRC is co-located with research centres from Children’s Health Queensland and Queensland University of Technology (QUT) in the recently completed Centre for Children’s
Health Research CCHR), a $134 million purpose-built research facility adjacent to the Lady Cilento Children’s Hospital.

Information relating to the activities of CHRC may be found at [https://child-health-research.centre.uq.edu.au/](https://child-health-research.centre.uq.edu.au/).

**Queensland Cerebral Palsy and Rehabilitation Research Centre (QCPRRC)**

The Queensland Cerebral Palsy and Rehabilitation Research Centre (QCPRRC) is a research centre within the Faculty of Medicine Medicine, The University of Queensland (UQ), and a research program for the Department of Paediatric Rehabilitation situated within the Lady Cilento Children's Hospital. The QCPRRC is also the lead centre for an NHMRC Centre of Research Excellence for the Australasian Cerebral Palsy Clinical Trials Network ([https://cre-auscpctn.centre.uq.edu.au/](https://cre-auscpctn.centre.uq.edu.au/)). QCPRRC’s mission is to advance the health of children with cerebral palsy and related disabilities, supporting them and their families across their lifespan. It is closely linked with clinical services provided at the Lady Cilento Children’s Hospital, providing research leadership to the state-wide Queensland Paediatric Rehabilitation Service (QPRS) and the Queensland Children’s Motion Analysis Laboratory (QCMAL).

Established in 2007, the QCPRRC is at the forefront of research both nationally and internationally with regular presentations at the Australasian Academy of Cerebral Palsy and Developmental Medicine, the European Academy of Childhood Disability and the American Academy of Cerebral Palsy and Developmental Medicine.

The Centre is funded by the University of Queensland, Merchant Charitable Foundation via the Children’s Hospital Foundation, and through competitive (NHMRC, ARC, NIH, Queensland Government). The Centre has a multidisciplinary research program, with projects examining the relationship between brain structure, motor and comprehensive outcomes; growth, nutrition and physical activity in children with cerebral palsy; randomised controlled trials of novel interventions for children with Cerebral Palsy and acquired brain injury; and early detection of injury and intervention in infants born preterm. The focus of this crucial role will be to co-ordinate multiple clinical trials of interventions for school-aged children with Cerebral Palsy and their families under the guidance of the chief investigators.

The QCPRRC has links and collaborations with the University of Queensland in Schools of Rehabilitation and Human Movement Sciences, the Perinatal Research Centre, and Children’s Nutrition Research Centre, the UQ Centre for Clinical Research (UQCCR) and the Queensland Brain Institute. Externally the Centre has ties with the Cerebral Palsy Alliance, Monash University, Curtin University, Auckland University and internationally with the Katholiek University Leuven, Belgium, the Karolinska Institute, Stockholm, University of Virginia, USA, and the Helene Elsass Centre in Denmark. Research conducted in QCPRRC is linked to the Queensland Cerebral Palsy Register (QCPR) and the Australasian Cerebral Palsy Register (ACPR).

More information about the QCPRRC can be accessed through our website, [https://qcprrc.centre.uq.edu.au/](https://qcprrc.centre.uq.edu.au/)

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**
Primary Purpose of Position

Under broad direction of Chief Investigators, the primary purpose of the position is to provide clinical research coordination and implementation of specific research projects conducted at the Queensland Cerebral Palsy and Rehabilitation Research Centre. Your role includes administrative and operational support for new clinical research trials including intervention trials and prospective cohort studies for school-aged children with Cerebral Palsy and their families. This will be achieved through close working relationships with researchers, clinical and professional staff, research students and families of children and youth participating in the research projects. Increasingly new studies for the NHMRC Centre for Research Excellence are multisite, requiring centralized ethics, regulatory advice and clinical trials data-management and co-ordination.

This position is physically based at the Centre for Children’s Health Research next to the Lady Cilento Children’s Hospital, South Brisbane and when required at the Herston Imaging Research Facility, Herston.

Duties

Duties and responsibilities include, but are not limited to:

- Co-ordination of clinical trials according to good clinical practice (GCP) under the direction of the research project Chief Investigators, including setting up monitoring ethics, trial registration, database set-up and management, co-ordination of staff for data collection and intervention delivery.
- Coordinate task delegation amongst the research team, including clinicians, students and research assistants, to ensure effective completion of all administrational aspects of the research project.
- Data collection (e.g., surveys and questionnaires with participants and families) and management, including but not limited to designing and constructing research questionnaires (Qualitrics, REDCAP), data entry, data cleaning, and maintenance of databases (REDCAP), monitoring screening, recruitment and randomization, as well as preparing reports resulting from data analysis. Also work in partnership with multidisciplinary research staff and research higher degree students regarding data collection, cleaning and management.
- Where studies include magnetic resonance imaging (MRI), screen participants for safety, prepare and train children for MRI scans, work with radiographers to acquire MRI data, and take responsibility for the transfer and storage of MRI data.
- Prepare and maintain all regulatory paperwork for the projects, including but not limited to all ethics (new submissions, amendments, site specific assessment) and institutional approvals, participant consent forms and insurance documents in clinical trials.
- Provide advice, support to other researchers conducting the research ethics, governance and regulatory management of clinical trials in the other sites of the Clinical Trials network.
- Coordinate all assessments and intervention episodes for the project, including liaising with health-service staff for medical charts, scheduling and room bookings, and performing assessments where appropriate in conjunction with multidisciplinary research staff and research higher degree students.
- Provide monthly progress reports / study updates to the Scientific Director and
Chief Investigators.

- Report to Chief Investigator on any issues related to implementation of the research program, ethical considerations, progress of data collection, compliance of research participants and/or families, implications for changes in best clinical practice (where appropriate to discipline), and any constraints arising within the research project.

- Provide data for reporting on research outcomes, including preparation of abstracts, posters, oral presentations and publications.

- Coordinate, implement and monitor recruitment of children to the studies.

- Organise project-related travel for participants, including flights and accommodation bookings, transportation, reimbursements, and associated documenting and reporting.

- Maintain a high standard of record keeping, communication and consultative skills to work effectively with children, parents/carers, multi-disciplinary team members, other health professionals and agencies in order to meet research goals, within ethical standards.

- Regular audits of study materials, inventory of toys, and research equipment, and coordinate the ordering, storage and maintenance of supplies and work areas for the research project.

- Other duties as reasonably directed by your supervisor.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct

- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School

- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Senior Research Partnerships and Program Manager, QCPRRC.
SELECTION CRITERIA

Essential

- Completion of an undergraduate degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Eligibility to work with children: applicants should hold or be eligible to hold a Blue Card, or have current Australian Health Practitioner Regulation Agency (AHPRA) registration.
- Experience in research and project management preferably in a research and/or clinical setting.
- Experience in developing research practices, procedures and protocols with broad direction from Chief Investigators.
- Knowledge of ethics processes and governance documentation.
- Knowledge of the use of a wide range of computer applications in a network environment (particularly Microsoft Outlook, Word, Excel, PowerPoint, Endnote, REDCAP) in a large- to medium-sized organisation, or the demonstrated ability to rapidly acquire such knowledge.
- Excellent written communication skills.
- Excellent interpersonal skills including the ability to communicate effectively with stakeholders at all levels of the research and health care systems, including children and families.
- Excellent organisational skills, including the ability to prioritise own workload and exercise initiative and judgment as appropriate, and work in a flexible and dynamic environment with competing priorities to meet deadlines.

Desirable

- Experience coordinating large multi-site clinical trials
- Experience working in a multidisciplinary research team
- Ability to evaluate, interpret and report on result from research assessments to Chief Investigators
- Details knowledge, or the ability to acquire knowledge of academic and administrative policies and the inter-relationships between these policies and activities within research centres
- Knowledge of the Queensland Hospital and Health Services’ (Children’s Health Queensland) administrative systems, procedures and practices.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.