



POSITION DESCRIPTION

Position Title:	Research Project Coordinator – Motor Neurone Disease
Organisation Unit:	UQ Centre for Clinical Research
Position Number:	New
Type of Employment:	Fixed Term, Full time
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 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+.

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

Organisational Environment

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 Spinifex 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 Centre of Clinical Research

The University of Queensland Centre for Clinical Research (UQ CCR) is a \$70 million purpose-built facility sponsored by Atlantic Philanthropies, the Queensland Government (Smart State funding) and UQ. The building, completed in early 2008, is located at the Royal Brisbane and Women's Hospital site at Herston, Brisbane. The RBWH is the largest

teaching hospital in Australia and the site also houses a basic medical research institute (QIMR), and a significant Faculty of Medicine presence, including the Schools of Public Health. The UQCCR has capacity for 320 staff with affiliation guided by research strengths, assessed by defined research quality indicators.

UQCCR's mission is to improve health outcomes for individuals and populations based on rigorous, high quality clinical research. This is achieved by facilitating research and training, influencing patient care, and providing the translational linkages between basic and applied scientific research, the patient, and health outcomes. The current research themes are: Mothers, Babies and Lifelong Health; Infection and Immunity; Brain and Mental Health; and Cancer.

UQCCR is a University-level research Centre reporting to the Research Dean of the Faculty of Medicine. The centre's postgraduate students are enrolled through partnering Schools.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is coordinate and manage work associated with a 2020-2021 research project on the investigation of biomarkers for tracking the progression of pathophysiology in patients with Motor Neurone Disease.

The position involves many diverse tasks, including participant recruitment activities, participant consenting, coordination of collection of physiological and biological samples, monitoring and tracking study progress, carrying-out moderately complex research assignments, and assisting in study implementation. This role will also support the quantitative aspect of the project, with generation of clean and high-quality data for statistical analysis and reporting.

Special skills and knowledge will be applied in coordinating research and administrative activities and in carrying-out moderately complex research assignments. The incumbent may coordinate the work of other study staff. They will work independently with health care providers, research participants, and other personnel within and outside of UQ CCR, and will be responsible for organising study logistics and study materials.

Duties

Duties and responsibilities include, but are not limited to:

- Support project coordination activities with project timeline updates and tracking, and clear documentation and filing with version control;
- Support human ethics submissions and approval processes;
- Coordinate schedule of project activities, monitor progress, and deliver project updates;
- Oversee physiological and biological sample collection, tracking, management, and dispatch of samples;
- Collection of clinical metrics, and collation of clinical data obtained during clinical visits;

- Contribute to the development of research materials, which will include questionnaires, data collection instruments, operational procedures, and administrative materials;
- Serve as project liaison, provide information to UQ staff and outside organisations, and represent the project at various meetings or events as required;
- Consent and track participants, administer interviews and follow-up as needed;
- Send out questionnaires, review and track questionnaire responses, perform and oversee data entry;
- Perform data cleaning activities to ensure high quality datasets for analysis;
- Coordinate the work of study staff, including training and orientation and assigning, checking, and evaluating work;
- Gather information and prepare special and recurring reports;
- Provide administrative support to the team, including minutes from team meetings;
- Any other duties as reasonably directed by 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

This position reports to Dr Frederik Steyn, Lecturer, Faculty of Medicine.

SELECTION CRITERIA

- Graduate degree in Biological Sciences with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Experience in research in a healthcare/clinical setting.
- Experience in managing human clinical trials.
- Demonstrated understanding of ethical and governance requirements to manage human research projects under Australian guidelines. Knowledge of international research governance would be an advantage.
- Experience in producing high quality data through excellent data collection and cleaning.
- Experience working in a multidisciplinary research team, with the ability to work independently.
- Demonstrated experience in providing high-quality coordination for a multi-disciplinary project team, including clinical operations, biometrics, data management and medical writing.

- Excellent interpersonal skills including the ability to communicate effectively with human research participants (individuals, families and legal guardians) and clinical staff by telephone, email or in person.
- 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.
- Commitment to upholding the University's values, and with the outstanding personal qualities of openness, respectfulness and integrity.

Desirable

- Knowledge of the use of a wide range of computer applications in a network environment (particularly Microsoft Outlook, Word, Excel, PowerPoint, Endnote,) or the demonstrated ability to rapidly acquire such knowledge.
- Experience in Phlebotomy, or related collection of diagnostic samples from a range of patients and associated Australian Health Practitioner registration.

Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University's Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the [University's Diversity and Inclusion webpage](#) for further information and points of contact if you require additional support.

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

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.