POSITION DESCRIPTION

Position Title: Clinical Trial Site Coordinator
Organisation Unit: School of Health and Rehabilitation Sciences
Position Number: 3041968
Type of Employment: Fixed Term, Part Time (0.5 FTE) for 3 years
Classification: HEW 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 (65). 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 Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes six schools and five research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health

School of Health and Rehabilitation Sciences

The School of Health and Rehabilitation Sciences at The University of Queensland was established in 1994 with the constituent disciplines in the School are Audiology, Occupational Therapy, Physiotherapy, and Speech Pathology. Undergraduate programs are available in Occupational Therapy, Physiotherapy and Speech Pathology with graduate entry programs available in all disciplines. Postgraduate coursework and higher degree research programs are offered within the School. Each of the undergraduate degree programs is of four years’ duration and includes both preclinical and clinical study offered in an integrated way. All our programs place considerable emphasis on problem solving and diagnostic decision-making and students are guided in the processes of systematic and holistic assessment and the selection and effective implementation of management approaches. Each discipline prepares students to operate within the health, education and related systems and to contribute meaningfully to team efforts. Teaching to multidisciplinary groups within the School paves the way for interdisciplinary involvement in client care and interdisciplinary research.

All disciplines within the School of Health and Rehabilitation Sciences are active in research and are making significant contributions to the advancement of knowledge in their professions. Students within the School of Health and Rehabilitation Sciences gain supervised professional experience as part of their academic program and on completion of their degree, graduates are ready for immediate entry to their profession.
Further details about the School and its activities may be accessed on the School’s web site at http://www.shrs.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

DUTY STATEMENT

Primary Purpose of Position

The purpose of this position is to work as a Clinical Trial Site Coordinator on a Project Grant funded by the National Health and Medical Research Council of Australia, within The Centre for Clinical Research Excellence in Spinal Pain, Injury and Health (CCRE SPINE).

The Clinical Trial Site Coordinator will work closely with the Project Grant investigators and oversee the day-to-day conduct of a randomised controlled clinical trial (RCT) of pelvic floor muscle education and exercise for symptoms of incontinence that often occur after prostate surgery (prostatectomy).

Duties

Duties and responsibilities include, but are not limited to:

Clinical Studies

- Coordinate and conduct lab-based data collection and database management for the RCT of pelvic floor muscle education and exercise funded by the NHMRC.
- Oversee participant recruitment and maintain strong relationships with sources of recruitment by ensuring regular contact with referring hospital staff.
- Assist with preparation of scholarly papers using data from the RCT of pelvic floor muscle education and exercise.
- On site assistance with supervision of honours and research higher degree students.
- Any other duties as reasonably directed by your supervisor.

Data Management

- Maintain and record accurate information according to clinical requirements and research protocols.
- Collect and present data accurately and clearly as required.
- Manage data monitoring process for clinical trials.

Research

- Conduct controlled laboratory experiments.
- Inventory and consumable maintenance, ordering of materials.
• Maintenance of research laboratory facilities in appropriate working order and in
  clean and safe state.
• Engagement with academic and clinical peers and establishment of broad
  collaborative networks.
• Preparation of research reports, ethics applications.

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 Director of the NHMRC Centre for Clinical Research Excellence
  in Spinal Pain, Injury and Health (CCRE SPINE).

SELECTION CRITERIA

Essential
• A Bachelor’s degree or equivalent in a basic science or allied health discipline (e.g.
  physiotherapy; exercise science) with subsequent relevant experience; or
• An equivalent combination of relevant experience and/or education/training.
• Experience with management of large data sets and database software.
• Experience with collection of physiological/biomechanical data from human
  participants.
• Demonstrated experience working as part of a research team.
• Advanced organisational and administrative skills.
• Ability to work collaboratively with colleagues in a team environment.
• Strong interpersonal skills with the ability to work independently.

Desirable
• Experience with conducting randomised controlled clinical trials.
• Experience with ultrasound imaging.
- Experience in computer programming using platforms such as Matlab.
- Strong analytical and/or statistical skills.
- Experience in the supervision of staff.
- Ability to work flexible working hours, as required, to accommodate data collection from trial participants.

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 (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.