The Lifestyle Clinic is an initiative of UNSW Medicine & Health. It is a multi-disciplinary facility, which provides quality services in lifestyle assessment and lifestyle change programs, as well as exercise prevention and rehabilitation. The clinic also provides a platform for learning, teaching and research activities for our UNSW Health Sciences students undertaking an allied health degree.

The Senior Clinical Research Associate (SCRA) will support the development and execution of various research projects within the academic research programs of work, with priority based on business requirements at that time. In addition to Lifestyle Clinic research management responsibilities, the SCRA will support the Head of School, Health Sciences in research related tasks allocated to them.

The Senior Clinical Research Associate reports to the Head of School, Health Sciences.

Specific accountabilities for this role include:

- Participate in clinical trial feasibility assessments, identify and select investigators with the Head of School for research funding applications and new projects.
- Manage, in conjunction with the Head of School, the research endeavours of the Lifestyle Clinic, including ethic applications, collection and management of research documents and local study files.
• Prepares, organises and participates in, investigator meetings, grant applications and philanthropy sourcing.
• Conducts on site and remote monitoring of participating parties to ensure quality, accuracy and completion as well as adherence to study protocols and procedures manual.
• Complete all monitoring visit and progress reports accurately and within study specified timeframes.
• Collect and review essential documents from study sites (if more than one site) and ensure they are complete at study close-out and appropriately stored/managed in-house.
• If required, manage and assist international / regional coordinating staff in the local management of the study.
• Occasionally conduct co-monitoring with international / regional coordinating centre staff to ensure adherence to study protocol and study procedures manual.
• Ensure strict adherence to regulatory requirements including UNSW and/or LHD ethics and governance.
• Ensure patient safety and adverse/serious adverse events are reported according to regulatory requirements.
• Where applicable liaise with staff in Data Management and Statistics programs on project specific deliverables.
• Provide project management support including tracking, monitoring and filing data systems, payments, development of project manuals and other adhoc project management tasks.
• Participate in special projects to improve research processes, tools, systems and organisation within the Lifestyle Clinic.
• Demonstrate commitment to UNSW's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration and teamwork in all efforts.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

**Essential**
• Tertiary qualifications in Exercise Science, Exercise Physiology, Physiotherapy, Dietetics or equivalent.
• PhD in Clinical Exercise Physiology, Dietetics or Physiotherapy.
• At least 2 years of monitoring experience working on clinical projects within an academic or contract research organisation.
• Working knowledge of, and ability to implement research project activities in accordance with UNSW and all applicable regulations and guidelines in the relevant regions.
• Understanding of confidentiality and privacy laws and all guidelines relevant to medical research.
  • Excellent skills in MS Office applications including Excel and Word.
• Excellent interpersonal skills and the ability to work well and flexibly i.e. autonomously, in small teams and with a wide range of varying stakeholders.
• Strong focus on producing the highest quality of work and on ensuring optimum accuracy of outputs.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

**Desired**

• Accreditation with a national body in Allied Health (e.g. Dietetics Australia, Australian Physiotherapy Association, Exercise and Sports Science Australia).

**About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.