ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia’s global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as ‘research intensive’ or ‘teaching intensive’. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.
OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia’s finest hospitals, research institutes and health care organisations.

The Kirby Institute is a leading global research institute dedicated to the prevention and treatment of infectious diseases. Established in 1986 in response to the then emerging HIV epidemic, the Kirby Institute now contributes to knowledge on a broad range of diseases, including viral hepatitis and sexually transmissible infections. Focussing on the coordination of national surveillance programs, population health and epidemiological research, clinical and behavioural research and clinical trials, the Kirby Institute’s research projects are conducted in partnership with communities most affected by epidemics.

The Kirby Institute aims to find ways to control infections, develop new therapies and preventative vaccines, as well as providing critical leadership to decision makers in Australia and internationally on the most effective, efficient and sustainable strategies to address epidemics.

The Senior Clinical Project Coordinator will be responsible for supporting the programmatic implementation, planning and preparation of two studies: The Gonorrhoea Resistance Assessment by Nucleic Acid Detection (GRAND) II Study and the Syphilaxis Study.

The Gonorrhoea Resistance Assessment by Nucleic Acid Detection (GRAND) II Study is a large Australian multicentre evaluation of the effectiveness and acceptability of a new management program for gonorrhoea infection.

The Syphilaxis Study is a smaller multicentre implementation study evaluating the acceptability and effectiveness of antibiotic pre-exposure prophylaxis for the prevention of syphilis and other STIs in sexually active gay and bisexual men and their sexual partners.

The Senior Clinical Project Coordinator will be based in two program areas at the Kirby Institute. For the Grand II Study, the position holder will be based in the Surveillance, Evaluation & Research Program (SERP), and will liaise closely with the Program Head of SERP and the Coordinating Principal Investigator based at the University of Queensland. For the Syphilaxis Study, the position holder will be based in the Public Health Interventions Group (PHIRG), and will liaise closely with the Program Head of PHIRG and the investigators. Both Investigator groups involve leading Australian academic, clinical and laboratory researchers with expertise in epidemiology, sexual health, laboratory pathology testing, public health, Aboriginal health and qualitative research methods. In addition, the academic, clinical and laboratory organisations involved in GRAND II have strong linkages and partnerships with stakeholder groups, including government, community health and Aboriginal Health organisations.

The role of Senior Clinical Project Coordinator reports to the Program Head of SERP and the Post-Doctoral Research Fellow in PHIRG, and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Draft and submit all necessary applications to obtain ethics and research governance approvals for GRAND II and Syphilaxis at all study sites
- Correspond with ethics and research governance officers and submit all study amendments, and annual and final reports as required
- Liaise with the Coordinating Principal Investigators and Investigator groups to plan site preparation and training visits prior to program implementation in mid-2018
- Monitor progress towards study milestones and keep the Coordinating Principal Investigator and the Investigator group informed of developments for both projects
- Provide support and advice to clinical and laboratory site personnel in the conduct and management of GRAND II and Syphilaxis
• Arrange and document regular meetings of both the GRAND II and Syphilaxis Study Operational Group and Steering Committee
• Manage any necessary amendments and updating of study documentation such as study protocols, consent forms and interview topic guides for both studies
• Coordinate the logistics involved in the conduct of in-depth qualitative interviews for GRAND II with service staff and stakeholders
• Prepare reports and analyse data in order to present updates on project progress that assist in the review and ongoing support of both studies
• Oversee the management of both studies to ensure that they are compliant with requirements as defined by the NHMRC in the National Statement on Ethical Conduct in Research Involving Humans
• Liaise closely with SERP, PHIRG and other Kirby Institute staff to ensure that all arrangements are in place for data collection and reporting through the ACCESS surveillance system
• Build and maintain strong working relationships with clinicians and pathologists involved in the studies and Aboriginal Health stakeholder organisations
• Assist with the collection, analysis and interpretation of data in order to contribute to the preparation of conference presentations and manuscripts for publication
• Perform other duties as requested by supervisors and the heads of the SERP and PHIRG.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others in the University.

SELECTION CRITERIA

• Degree in a public health or biomedical discipline and/or equivalent experience with at least five years proven experience in the conduct of medical research
• Proven experience in project management and stakeholder engagement within government, clinical or research settings
• Experience planning and coordinating multi-centre research studies including monitoring, data management and ethics applications.
• Demonstrated knowledge and understanding of the principles of Ethical Conduct in Research
• Ability to draft reports and manuscripts for peer-reviewed journal publication.
• Leadership experience in a research project team environment
• Excellent computer skills in using data collection instruments and programs, including Excel spreadsheets and statistics packages such as STATA, SPSS or SAS
• Highly developed communication and interpersonal skills in a leadership role with a proven ability to work effectively both independently and as part of a team
• Ability and capacity to implement required UNSW health and safety policies and procedures

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.