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POSITION DESCRIPTION

Clinical Project Coordinator

Faculty/Division	Medicine & Health
Classification Level	Professional 6
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00204710
Shiftwork status	NOT SHIFTWORKER
Allowances	Click or tap here to enter text.
On call arrangements	Click or tap here to enter text.
Original document creation	24 October 2024

Position Summary

The Kirby Institute is a world-leading health research institute at UNSW Sydney. We work to eliminate infectious diseases, globally. Our specialisation is in developing health solutions for the most at-risk communities. Putting communities at the heart of our research, we develop tests, treatments, cures and prevention strategies that have the greatest chance of success.

The Clinical Project Coordinator will be supporting the setup, coordination and monitoring of clinical research projects conducted by the Kirby Institute. These include studies such as STRIVE, an international, adaptive platform trial assessing treatments for hospitalised patients with respiratory infections. The role involves project coordination across Australian and international sites, including clinical research projects in low- and middle-income countries.

The role of Clinical Project Coordinator reports to Senior Project Coordinator and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Preparing and maintaining key study materials such as case report forms, ethics applications, essential documents, and study procedure manuals to ensure effective study implementation and ongoing management.

- Supporting clinical trials operations by liaising with clinicians, nurses, laboratory staff, and other site staff to facilitate accurate data collection, specimen collection, and retention of study participants.
- Ensure efficient research data management and analysis, including data monitoring, raising queries and liaising with data entry and management staff, to maintain complete and accurate trial databases.
- Coordinate internal and external meetings, including developing agendas and minutes, and providing training to site staff.
- Traveling to study sites, either nationally and internationally, to perform on-site monitoring and coordination duties.
- Liaising with participating institutions and pharmaceutical companies regarding study products requirements.
- Support pharmacovigilance activities, including liaising with sites regarding safety reporting, and working with the Medical Officer, pharmaceutical companies, and the Human Research Ethics Committee.
- Assisting with other activities of the Therapeutic and Vaccine Research Program as required.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- 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 psychosocial or physical health and safety of yourself or others.

Skills and Experience

- Graduate qualifications in biomedical science, nursing, or another medical field, or equivalent knowledge gained through education, training, or experience.
- Knowledge of ICH-GCP guidelines.
- Strong organisational, analytical, and problem-solving skills, with the ability to work independently and meet deadlines.
- Demonstrated experience in coordinating project meetings to ensure effective collaboration and timely delivery of objectives.
- Experience in coordinating and monitoring clinical trials to ensure adherence to study protocols, SOPs and regulatory requirements.
- Willingness and ability to travel both nationally and internationally as needed.
- Excellent communication skills, with the ability to effectively engage with a diverse range of stakeholders, including those with non-English speaking backgrounds.
- Proficient in Microsoft Office and ability to quickly learn new software packages.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

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.