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POSITION DESCRIPTION

Trial Coordinator

Faculty/Division	Science
Classification Level	Professional 6
	G - Administrative, Clerical, Computing, Professional &
Hours & Span (Category)	Research Staff
Position number	00204172
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	25 September 2024

Position Summary

The Trial Coordinator supports the activities of a Medical Research Future Fund (MRFF) funded randomised controlled trial. Led by Professor Anstey, this project aims to reduce the risk factors for late life dementia in older adults who experience Subjective Cognitive Decline (SCD) or Mild Cognitive Impairment (MCI).

The position will provide technical and research assistance across various project activities. Responsibilities include managing and coordinating deliverables, overseeing participant recruitment, setting up the trial and protocols, handling ethics submissions, report preparation and liaising with stakeholders and collaborators while applying expertise in cognitive health and ageing. Additionally, the role involves coordinating collection of blood samples, and managing biospecimens for storage and transfer for analysis.

The role reports to Professor Kaarin Anstey, supporting the Faculty of Science and School of Psychology and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provision of practical and efficient research support to stakeholders, assisting in the conduct of an online randomised controlled trial of dementia risk reduction interventions for individuals with Subjective Cognitive Decline (SCD) and Mild Cognitive Impairment (MCI).

- Assist in the planning and start-up of the project including the preparation and submission of ethics applications, trial registration, equipment purchase, setting up online surveys and scheduling, developing standard operating procedures (SOPs) for participant recruitment and eligibility screening, data handling, safety and distress management and data quality checking.
- Prepare, contribute, and manage participant communications, project team meetings, reports in relation to study progress and timeline.
- Oversee data management and storage in line with Good Clinical Practice ensuring integrity in research databases, quality control and ethical standards.
- Perform quantitative/qualitative data analyses as required by the research project.
- Monitor research protocols, provide problem solving and resolution to any evolving problems related to design, implementation, and analysis.
- Liaise with organisations, stakeholders and collaborators and actively participate in meetings and discussions as required.
- Coordinate, plan and complete day-to-day research activities within the framework of agreed project timelines and responsibilities.
- Assist with transferring biospecimens between facilities where required and according to protocols.
- Assist with accurately and securely onboarding participants including obtaining informed consent, eligibility screening, appointment scheduling, session debriefs and managing participant wellbeing
- Assist with participant communication, coordinate incidental reporting from pathology collaborators and manage highly sensitive data.
- Align with and actively demonstrate the Code of Conduct and Values.
- Cooperate with all health and safety policy and procedures of the University and take all reasonable care to ensure your actions or omissions do not impact on the health and safety of yourself and others.

Skills and Experience

- A tertiary degree in Psychology or a related field (Bachelor's degree with Honours or Master's degree) or an equivalent level of knowledge gained through a combination of education, training or experience.
- Knowledge of human research ethics, clinical research practices, ICH/Good Clinical Practice, and data privacy and handling highly sensitive data.
- Experience in supporting the conduct of human clinical trials and an understanding of research protocols, design, planning and experimental methods.
- Experience in participant recruitment, survey design, implementation, data collection and data management.
- Experience working with a range of computer systems and applications, including REDCap, Qualtrics or similar survey and research database software/platforms, Teams and Zoom for data collection, data management and stakeholder communication.
- Demonstrated superior interpersonal communication skills to initiate and maintain effective stakeholder relationships whilst exercising discretion and confidentiality.

- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Excellent written and verbal communication skills, with a high level of attention to detail and the ability to liaise effectively with a range of stakeholders.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- Demonstrated interest in cognitive ageing, epidemiology, and dementia.
- Demonstrated ability to adhere to standard protocols, clinical reporting obligations and safety requirements.
- 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.

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.