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## POSITION DESCRIPTION

# Project Officer

Faculty/Division	Medicine & Health
Classification Level	Professional 6
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00202733
Shiftwork status	NOT SHIFTWORKER
Allowances	NA
On call arrangements	NA
Original document creation	12 September 2024

### Position Summary

UNSW Medicine & Health has established the Clinical Research Unit (CRU) to connect infrastructure, experience, and expertise available within UNSW and its affiliated groups to support investigator-initiated clinical research throughout the UNSW networks.

The Project Officer is responsible for providing general administrative support to the CRU team as well as project specific administrative and tracking support for projects that are conducted in partnership with CRU, to ensure efficient delivery of CRU strategy and operations.

This role primarily supports the Operations Director and Program Operations Lead with CRU administrative matters and the Project Manager for project matters but will work closely with all CRU team members and others across designated tasks.

The position reports directly to the Project Manager and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Deliver comprehensive administrative and technical support to the Project Manager, Operations Director, Program Operations Lead and CRU team, encompassing documentation preparation/review, system development and maintenance, agenda preparation, minute taking, travel booking coordination, catering management, and efficient follow-up procedures.

- Act as the first point of contact for internal and external stakeholder engagement and respond to a range of in-person, telephone and email enquiries and initiate, action or escalate as necessary.
- Develop and maintain effective written communications with key internal and external stakeholders including drafting study newsletters and presentations for both internal and external audiences.
- Monitor, track, and report on project deliverables' status, ensuring alignment with approved project plans for assigned projects, while also overseeing finance administration requests such as purchasing, travel, credit card reconciliation, expense reimbursements, payment requests, and billing processes.
- Assist the project team by organising study meetings, assembling training materials, updating contact details, maintaining study documentation, assisting in administrative document preparation, and undertaking other tasks delegated by the Project Manager
- Liaise with participating institutions, organisations, stakeholders, and funding bodies regarding study requirements.
- Prepare and contribute to the production of research protocols, ethics applications, study reports, manuscripts for publication, and tenders or grant applications for external funding.
- Undertake induction and new starter process for CRU staff and visitors including access to systems and building and site orientation.
- Participate in special projects to continuously improve processes, tools and systems of the CRU.
- 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**

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training, and experience.
- Basic knowledge of clinical trial processes and ICH/GCP guidelines desirable.
- Relevant demonstrated experience in a clinical research environment desirable.
- Strong general administration skills and experience.
- 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 for deliverables produced.
- Highly proficient computer literacy skills, working with a range of computer systems and applications, including Microsoft suite of products.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- Project experience, with an understanding of the project life cycle and development of project plans, objectives, and documentation.

- 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.