

## Clinical Trial Research Officer

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<b>College/Division</b>	College of Health and Medicine
<b>School/Section</b>	Wicking Dementia Research and Education Centre
<b>Location</b>	Medical Science Precinct, Hobart
<b>Classification</b>	Clinical Trial Research Officer
<b>Level</b>	HE05
<b>Reporting line</b>	Reports to Associate Professor in Neurology
<b>Date</b>	January 2024

### Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Clinical Research and Trials Officer at the [Wicking Dementia Research and Education Centre](#), part of the [College of Health and Medicine](#).

The Wicking Dementia Research and Education Centre is at the forefront of translational research and support for issues confronting people with dementia and their carers. Projects are being carried out in Tasmania and nationally, across research fields such as neuroscience, medicine, nursing, psychology and sociology, health, economics, and policy.

The Clinical Research and Trials Officer will provide administrative and research assistance for a variety of research projects relating to cognition and memory. This may include observational studies and clinical trials involving drugs, devices, biologicals, behavioural studies and/or medical treatments and procedures. Some clinical trials may be commercially sponsored.

**We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining, and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age, and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.**

### What You'll Do

- Oversee and undertake participant recruitment, data collection and clinical trial related activities according to the study protocol and Good Clinical Practice (GCP) guidelines.
- Assist the Primary Investigator and Clinical Trial Coordinator with the preparation of ethics



amendments in accordance with Human Research Ethics Committee (HREC) requirements.

- Coordinate, monitor and complete administrative aspects of the project, including monitoring of deadlines and reporting obligations, coordination of teleconferences, and meetings of stakeholders.
- Communicate and liaise in a collegial manner with research personnel, including study investigators, medical professionals, and other relevant stakeholders as necessary.
- Coordinate interviews with participants to assess their suitability for inclusion in the research study, provide them with information about the aims of the study, and instruct them in the study methods (e.g., medication regimens, importance of study appointments and procedures).
- Conduct cognitive and neuropsychological testing of participants using standardised tests.
- Identify and document any risks and issues associated with the conduct of the study and bring these to the attention of the Primary Investigator and/or project team in a timely manner.
- Track and process invoices and authorised trial payments accurately and in a timely manner.
- Undertake other duties as assigned by the supervisor.

#### **What We're Looking For (success criteria)**

- A degree level qualification in a related area or an equivalent combination of relevant experience and/or education training.
- Demonstrated experience working in clinical trial research, including ethics and governance approval processes, data management and quality control. Experience using Redcap is highly desirable.
- Excellent organisational skills, including the ability to be self-directed, manage competing priorities and to use initiative, innovation, and problem-solving skills to meet milestones and deadlines.
- Excellent communication and interpersonal skills, with the ability to negotiate and communicate effectively with a range of people, including the elderly, and organisations.
- Excellent attention to detail, yet capacity to see the bigger picture.
- High degree of adaptability and flexibility with a cheerful and willing approach to the completion of tasks.
- Practical experience with clinical software, including word processing, databases, email, and internet packages.
- Understanding of privacy and ethical issues relating to clinical research.
- Ability to be flexible when faced with changing priorities and timeframes.

#### **Other position requirements**

- Current working with Vulnerable People registration
- Evidence of immunity to Hepatitis B (serology report).
- Willingness to undertake training in Good Clinical Practice and the Handling of Dangerous Goods.



The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social, and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students, and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

*The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.*

