



POSITION DESCRIPTION

Otolaryngology, University of Melbourne Department of Surgery
Faculty of Medicine, Dentistry and Health Sciences

Clinical Trial Coordinator

POSITION NO	0026608
CLASSIFICATION	HEW 7
SALARY	\$82,707 – 89,530 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Part-time (0.8 FTE) (fixed-term) position available for 12 months Fixed term contract type: Externally funded contract of employment
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Sheila Matthews Tel +61 3 9929 8384 Email sheila.matthews@unimelb.edu.au <i>Please do not send your application to this contact</i>

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Position Summary

This position will be primarily responsible for the coordination and management of a large scale clinical trial funded by the NHMRC Project "Surgery for the treatment of otitis media in Indigenous Australian children" under the direction of Professor Stephen O'Leary. Childhood ear infection (otitis media) occurs in over 90% of young Indigenous children by the age of one year. The disease causes significant hearing loss, which has been associated with reduced educational and life opportunities. The scale of the problem has prompted the Federal Government to make significant investments into improving ear health, including the recent "Improving Eye and Ear Health Services for Indigenous Australians for Better Education and Employment Outcomes" initiative. Despite such large investments, there is a lack of consensus on how to best treat established otitis media. In recognition of this, the NHMRC has recently funded this multi-centered national trial that seeks to determine which of the commonplace surgical treatments offered to treat childhood ear infection are effective in restoring the ear health and hearing of Indigenous children. We are seeking a Clinical Trials Coordinator with a passion for improving the health of Indigenous children to join us for this trial.

An academic role in this position could also be considered, depending on the applicant's qualifications, together with a more research focussed output.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Academic qualifications and experience in either medicine, nursing or the health sciences (e.g. audiology or the speech sciences)
- ▶ Experience initiating and managing large scale clinical trials. Experience in providing supervision and management of teams.
- ▶ A demonstrated and thorough understanding of working in Indigenous Health, and a sensitivity and respect for the different needs, aspirations, culture and educational backgrounds with regards to Indigenous Australians.
- ▶ High level of interpersonal skills with an ability to interact effectively with all levels of staff, Indigenous communities, Government and non-Government bodies.
- ▶ Demonstrated ability in maintaining research data/records.
- ▶ Experience in using initiative and working with minimal supervision to achieve project.

1.2 DESIRABLE

- ▶ Post-graduate research qualifications and experience
- ▶ Experience working with indigenous communities, especially remote communities.
- ▶ Successfully competing for research funding

2. Special Requirements

- ▶ The responsibilities associated with this position will require travel to indigenous communities for short periods of time, and interstate to attend to trial meetings and Stakeholder requirements.

3. Key Responsibilities

- ▶ Trial co-ordination for the NHMRC funded large scale clinical trial "Surgery for Otitis Media in Indigenous Australian Children".
- ▶ Manage the daily activities of the clinical trial.
- ▶ Successfully competing for research funding.
- ▶ Supervise trial staff as designated by the chief investigator.
- ▶ Effectively liaise with Communities, Government and non-Governmental bodies, investigators and other individuals to ensure that trial logistics run smoothly.
- ▶ Organise and book travel, accommodation and meetings for trial related activities.
- ▶ Supervise trial staff as designated by the chief investigator.
- ▶ Prepare, manage and maintain trial documentation for the clinical trial, including ethics applications and approvals, agreements with communities, data entry forms and collected data, reports as requested by the chief investigator and trial committees, regulatory and funding bodies.
- ▶ Provide executive support to the trial committees.
- ▶ Ensure that document preparation and storage meets the standards and compliance obligations for clinical research and reporting agencies.
- ▶ Trial coordination and/or support of other clinical research as directed by Professor O'Leary.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent is expected to operate on a day-to-day basis with a very high level of autonomy in fulfilling the responsibilities of the position. This will include liaising on behalf of Professor O'Leary with Community representatives, Government and non-Government officials.

4.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have advanced problem solving skills and the ability to plan, prioritise and delegate tasks usually without reference to a higher level. The Clinical Trials Coordinator is required to identify potential issues and ensure these are overcome whilst maintaining the integrity of the trial.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Extensive organisational and clinical trial knowledge is required to plan, develop and implement the NHMRC Project. An appreciation of the Universities structures and system as well as knowledge and appreciation of how Government and non-Government bodies, and Indigenous Communities are structured is essential to this position.

4.4 RESOURCE MANAGEMENT

Resource management

4.5 BREADTH OF THE POSITION

The incumbent will be required to develop strong working relationships with a wide range of stakeholders from different positions within and external to the University including senior government officials.

5. Other Information

5.1 MELBOURNE MEDICAL SCHOOL

<http://www.medicine.unimelb.edu.au/>

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$630m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/index.html#home>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities,

connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.

6. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.