



POSITION DESCRIPTION

Peter Doherty Institute
Faculty of Medicine, Dentistry & Health Sciences

Clinical Research Support Officer

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| POSITION NO | 0043077 |
| CLASSIFICATION | PCS 5 |
| SALARY | \$66,562 - \$76,454 p.a. |
| SUPERANNUATION | Employer contribution of 9.5% |
| WORKING HOURS | Full-time |
| BASIS OF EMPLOYMENT | Full-time (fixed-term) for 12 months Fixed term contract type: Externally funded |
| OTHER BENEFITS | http://about.unimelb.edu.au/careers/working/benefits |
| HOW TO APPLY | Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number. |
| CONTACT FOR ENQUIRIES ONLY | Dr Jennifer Audsley Tel +61 3 8344 3266 Email: jennifer.audsley@unimelb.edu.au <i>Please do not send your application to this contact</i> |

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Clinical Research Support Officer will provide coordination and administrative support to clinical research projects within the Clinical Research laboratory of Professor Sharon Lewin's research team at the Doherty Institute. The appointee will primarily assist with the coordination of two large international clinical trials within the HIV-HBV co-infection group that are funded by the NHRMC: Long term persistence of HIV in the liver and the clinical impact on HIV-HBV co-infection (NHMRC GNT1101836) and Towards a Functional cure for HBV: exploiting lessons from HBV-HIV co-infection (NHMRC GNT1123988). The appointee will report to a postdoctoral fellow and will assist with the project management support for the two projects, including the organisation of research team meetings, teleconferences, preparation of meeting agendas and minutes. The appointee will also assist with Human Research Ethics Committee (HREC) submissions, progress reports and data management for the HIV-HBV co-infection programme and Professor Lewin's Clinical Research laboratory under the guidance of the Clinical Research Coordinator. The ideal candidate will have an understanding of good clinical practice compliance, experience with HREC communications and have demonstrated experience in supporting large clinical studies. Experience working in a clinical research environment is highly desirable but not essential.

1. Key Responsibilities

- ▶ Provide project coordination and administrative support for the HIV-HBV co-infection programme, including the organisation of research team meetings and teleconferences, preparation of meeting agendas and minutes.
- ▶ Assist with HREC communications for the HIV-HBV co-infection programme.
- ▶ Liaise with clinical sites and assist with data management for the HIV-HBV co-infection programme.
- ▶ Assist with HREC communications of Professor Lewin's Clinical Research laboratory under the guidance of the Clinical Research Coordinator.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a degree in science, health science, biomedical science or nursing or progress towards and relevant experience or an equivalent combination of relevant experience and/or education/training
- ▶ Demonstrated experience with Human Research Ethics Committees
- ▶ Relevant experience in supporting large clinical research projects in the higher education sector or research sector or an equivalent combination of relevant experience and/or education/training
- ▶ Effective organisational skills to plan and organise work to meet competing deadlines with the ability to work as both a member of a multi-disciplinary team and independently with minimal supervision

- ▶ Excellent written and verbal communication skills to support group interaction, including organisation of team meetings and teleconferences and preparation of meeting agendas and minutes.
- ▶ Experience with standard Word processing, Spreadsheet and Presentation software.

2.2 DESIRABLE

- ▶ A higher degree in clinical trials research or clinical research methods (such as a Graduate Certificate, Diploma or Masters in Clinical Research)
- ▶ Experience in data management
- ▶ Current Good clinical practice (GCP) accreditation
- ▶ Experience with Access, SPSS and/or Asana software packages

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position will report and work under general direction of the postdoctoral fellow leading the HIV-HBV co-infection programme and guidance of Clinical Research Coordinator. The appointee is expected to be highly motivated and will work as part of the research team. In this position the incumbent is expected to independently establish and prioritise an appropriate work-flow for the management of day-to-day tasks associated with the research projects. Situations that depart from agreed procedures or are unfamiliar are to be referred to a supervisor.

3.2 PROBLEM SOLVING AND JUDGEMENT

The appointee must be able to communicate effectively with other staff members and encourage a pleasant work environment. The appointee is expected to demonstrate initiative, judgement and problem solving ability with respect to project management. The appointee will make independent judgements, based on experience, knowledge and expertise, to evaluate problems and recommend solutions.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This role requires development of knowledge of the structure of the Doherty Institute and of the University's policies and procedures surrounding human research ethics and integrity. Familiarity with project management and team organisation is essential to the role. Knowledge of the systems and processes of the University of Melbourne is highly desirable.

The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and technical expertise. The incumbent would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected.

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those

procedures and techniques as required to achieve objectives without impacting on other areas.

3.4 RESOURCE MANAGEMENT

The incumbent will be responsible for using resources in line with Institute and University policies and procedures.

3.5 BREADTH OF THE POSITION

The appointee will provide administrative support to assist in the running of the HIV-HBV co-infection programme. The ability to interact productively and reliably with research staff is essential for this role. There is also interaction with variety of staff within the Peter Doherty Institute for Infection and Immunity and its partner organisations.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. 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.

6. Other Information

6.1 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

<http://www.doherty.edu.au>

The vision for the Doherty Institute is a world-class institute combining research in infectious disease and immunity with teaching excellence, reference laboratory and diagnostic services, epidemiology and clinical services. It is a joint venture between the University of Melbourne and Melbourne Health.

A new, purpose-built building for the Doherty Institute has been constructed and became operational in early 2014, the Department of Microbiology and Immunology and the Microbiological Diagnostic Unit Public Health Laboratory of the University of Melbourne, the VICNISS Healthcare Associated Infection Surveillance System, the Victorian Infectious Diseases Reference Laboratory, the Victorian Infectious Diseases Service and the World Health Organisation Collaborating Centre for Reference and Research on Influenza have relocated into this building.

6.2 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 \$628m 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.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

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>.

6.4 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/our-research/research-at-melbourne>

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.

6.5 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/governance>