



## POSITION DESCRIPTION

**Department of Surgery - Otolaryngology**  
Faculty of Medicine, Dentistry and Health Sciences

### Clinical Trial Coordinator

<b>POSITION NO</b>	0026608
<b>CLASSIFICATION</b>	PSC 7
<b>SALARY</b>	\$88,171 - \$95,444 p.a. (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Part-time (0.8 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed Term position available for 12 months (maternity leave replacement) Fixed term contract type: Externally funded contract of employment
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Denise Dwyer Tel 0466 533 453 Email <a href="mailto:denise.dwyer@unimelb.edu.au">denise.dwyer@unimelb.edu.au</a>  <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](http://about.unimelb.edu.au/careers)

## ***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. 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 (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## ***2. Selection Criteria***

### **2.1 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.

### **2.2 DESIRABLE**

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

### **2.3 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. Job Complexity, Skills, Knowledge***

### **3.1 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

### **3.2 OFFICIALS.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

### **3.3 MAINTAINING THE INTEGRITY OF THE TRIAL.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,

### **3.4 AND INDIGENOUS COMMUNITIES ARE STRUCTURED IS ESSENTIAL TO THIS POSITION.RESOURCE MANAGEMENT**

Resource management

### **3.5 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

## ***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 MELBOURNE MEDICAL SCHOOL

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

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

### 6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://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>