University of the Sunshine Coast
Australia

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POSITION DESCRIPTION

Position:	6955 Business Development Coordinator
Work Area:	UniSC Clinical Trials
Classification:	Level 6
Supervisor:	4660 Regulatory and Start-Up Manager

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF UNISC CLINICAL TRIALS CENTRE

UniSC has established a world class Clinical Trials operation which builds the region's collective clinical research capacity and delivers innovative and regionally relevant research in consultation with key stakeholders, including local healthcare professionals, pharmaceutical executives, and other key thought leaders.

PRIMARY OBJECTIVES OF THE POSITION

1. Apply business knowledge and clinical trials expertise to coordinate pre-award communications with Contract Research Organisation (CRO) and Sponsor clients that build and maintain enduring partnerships.
2. Collaborate with internal teams to execute feasibility efficiently, secure study award, and ensure successful start-up of trials throughout the UniSC Clinical Trials (Uni SC CT) network.
3. Research, gather and record key Customer Relationship Management (CRM) and pipeline data to build meaningful reports for senior management to support development and implementation of business growth strategies.

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NATURE AND SCOPE OF POSITION

Under the broad direction of the Regulatory and Start-Up Manager, the Business Development Coordinator supports the growth of new and existing business by managing client relationships and recording and reporting on key CRM data from feasibility through to start-up completion.

KEY ACCOUNTABILTIES OF THE POSITION

1. Provides high-level clinical research expertise to coordinate pre-award study communications with Sponsor and CRO clients and liaises with internal teams to ensure timely and accurate feasibility response.
2. Supports management in securing study award via the preparation of draft study budgets and Request For Proposal (RFP) decks.
3. Supports management to liaise and negotiate with internal and external stakeholders on the preparation of clinical trial and third-party contracts and agreements including CDAs, service agreements and budget and contract amendments, to achieve execution within relevant start-up timelines.
4. Provides high-level administrative support for tracking of feasibility and start-up milestones and particulars by maintaining the trial feasibility platform (Devana). Acts as the primary point of contact for pipeline reporting.
5. Attends study Pre Selection Visits (PSVs) and other partner visits to pitch and present, highlighting UniSC capabilities, resources and strengths.
6. Supports the Directorship and Finance teams with data and reports for effective pipeline planning.
7. Works closely with the Regulatory and Start-Up Manager and Senior Project Managers to conceptualise and implement procedures which both support a contemporary approach to effective clinical trials start-up and integrate into the newly launched Project Management System, whilst ensuring the satisfaction of internal and external governance requirements.
8. Supports the Regulatory and Start-Up Manager in the orientation, training and development of new and existing business and start-up team members and other staff.
9. Contributes to the planning, management and effective implementation of continuous improvement activities relating to relevant practices, protocols, quality assurance standards and Sponsor and Patient partnerships.
10. Contributes to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Completion of a relevant tertiary qualification in Health Science/Bio-Medicine and/or Business and extensive relevant experience, or a combination of relevant work experience and education/training.
2. Extensive knowledge of clinical research practices, including an understanding of the contractual and ethical obligations of clinical trials, and ability to apply ICH/GCP and applicable regulatory guidelines.

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3. High level computing skills including proficiency in databases, use of Microsoft Outlook, Word, Excel and SharePoint. Experience with Realtime CTMS and Devana desirable.
4. Strong interpersonal skills and the ability to establish and maintain effective working relationships with co-workers, managers, contract research personnel and sponsors.
5. Excellent oral and written communication and presentation skills.
6. Strong leadership skills to facilitate team development and inter-operation communications and directives.
7. High-level organisational and administrative/project and event management skills, including the ability to operate independently within established frameworks and guidelines while prioritising competing work demands and meeting deadlines.
8. Experience in a clinical research or health related industry preferred.
9. Ability to be flexible to travel to different site locations

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.