



# CLINICAL TRIALS ADMINISTRATIVE OFFICER

DEPARTMENT/UNIT	Eastern Health Clinical School
FACULTY/DIVISION	Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 5
DESIGNATED CAMPUS OR LOCATION	Box Hill Hospital

## ORGANISATIONAL CONTEXT

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At [Monash](#), work feels different. There's a sense of belonging, from contributing to something ground-breaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life, reduce health inequality and promote greater health and social outcomes.

We're globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit [www.monash.edu/medicine](http://www.monash.edu/medicine).

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

**Eastern Health Clinical School (EHCS)** is one of three metropolitan clinical schools in the Monash University Faculty of Medicine, Nursing and Health Sciences. EHCS is located opposite Box Hill Hospital and represents the University's presence in the rapidly-growing area of urban and outer eastern Melbourne. EHCS comprises five Directorates and a Monash Centre.

Our five Directorates are:

- **Medical Student Programs (MSP):** The Office of Medical Student Programs is located at Box Hill, with activity at all Eastern Health clinical sites. MSP oversees the delivery of medical student teaching at all Eastern Health sites for students from Monash University and Deakin University.
- **Eastern Clinical Research Unit (ECRU):** ECRU is the mechanism by which Eastern Health undertakes its clinical trials. ECRU has a busy clinical trial portfolio across a range of disciplines.
- **Research and Higher Education:** This directorate oversees research activity by clinicians and trainees not covered by ECRU, including non-trial clinical research. It brings together the health service and the academic community, and ensures that clinicians and trainees are exposed to and are able to participate in research. The directorate also oversees Higher Degree Research Students and the EHCS laboratory-based translational research programs.
- **Turning Point:** This state-wide service in Victoria is part of Eastern Health. Turning Point's academic activities are through Monash University EHCS.
- **Health Systems and Equity:** This directorate undertakes health systems and health outcomes research, including health informatics and data science, health economics, and implementation science.

The **Monash Addiction Research Centre (MARC)** is based at the Monash Peninsula campus in Frankston, and is part of EHCS. MARC's mission is to provide national solutions to addiction. MARC draws on the multidisciplinary strengths and capabilities of researchers across the University to develop and test novel, scalable prevention and treatment approaches. MARC's expertise leverages experts in basic and social science, clinical and epidemiological research, to develop new knowledge to shape government policy and evidence-based approaches.

For more information about us and the work we do, please visit [www.monash.edu/medicine/ehcs](http://www.monash.edu/medicine/ehcs).

## POSITION PURPOSE

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The Clinical Trials Administrative Officer will be highly organised and detail-oriented and will work within haematology team. This position will provide efficient and accurate administrative and research support to the haematology team in relation to research projects and clinical trials.

This position requires excellent communication and administrative skills, as well as a strong ability to prioritise tasks.

**Reporting line:** The position reports Haematology Team Leader under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## **KEY RESPONSIBILITIES**

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1. Support the achievement of research outcomes by undertaking a range of research and administrative support tasks including, but not limited to: post approval RGO submissions and contract amendments, financial tracking and scheduling study visits such as imaging appointments,
2. Assist study coordinators with patient recruitment.
3. Assist the team leader with study start-up activities
4. Support the trials team to convert to the CRIO digital source documentation
5. Assist with the organisation and logistics of research events, such as conferences, workshops, and seminars.
6. Manage the ordering of research supplies and equipment.
7. Assist with the processing and shipping of laboratory samples
8. Comply with established research methodology, policy, protocols, OHS and regulatory requirements
9. Maintain open and effective channels of communication with colleagues, research collaborators and other stakeholders to support and facilitate research objectives
10. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - A tertiary qualification in a relevant health or science field; or
  - Substantial relevant skills and work experience; or
  - An equivalent combination of relevant experience and/or education/training.

### **Knowledge and Skills**

2. Strong organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
3. Demonstrated administration skills with the ability to support research projects accordance with agreed standards and timeframes
4. Ability to work as an effective member of a team as well as independently under general supervision
5. Strong attention to detail and accuracy and an understanding of confidentiality, privacy and information handling principles
6. Well-developed communication skills, including the ability to draft a range of documentation
7. A high level of computer literacy, including demonstrated experience in learning and adopting new software packages as required

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.