



POSITION DESCRIPTION

Department of Medicine, St Vincent's Hospital
Faculty of Medicine, Dentistry and Health Sciences

Clinical Research Coordinator

POSITION NO	0046495
CLASSIFICATION	PCS 6
SALARY	\$79,910.00- \$86,499.00 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part Time (0.4 FTE)
BASIS OF EMPLOYMENT	Fixed-term for 12 months Fixed term contract type: Externally funded contract employment
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	Catriona Sims Tel 0447482010 Catriona.sims@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

Located at St Vincent's Hospital in the Department of Medicine, Faculty of Medicine, Dentistry and Health Sciences, the appointee will be responsible for managing clinical trial research as part of a major multi-site clinical research study, with type 1 diabetes and in addition may be required to work in other diabetes related research. The appointee will be required to lead and oversee protocol implementation at the lead site, including participant education, sample collection, liaising with PI at the site, and data entry.

The position reports to the Project Portfolio Manager, Diabetes Technology Research Group.

Key Responsibilities

- ▶ Provide leadership in study protocol implementation, for studies at the lead study site, St Vincent's Hospital
- ▶ Collect and analyse samples and relevant data from study participants through the course of all protocols.
- ▶ Educate and support other medical staff regarding protocol implementation
- ▶ Ensure that document preparation and storage meets the standards and compliance obligations for clinical research and reporting agencies.
- ▶ In consultation with the Principal Investigator (PI), Project Portfolio Manager and other senior study staff, ensure study milestones are met according to the agreed timeframes set in the funding agreement
- ▶ Facilitate and attend the site evaluation meetings, as well as attendance of Investigator Meetings when required.
- ▶ Assist the PI and Medical team with recruiting suitable participants.
- ▶ Ensure accurate collection, documentation, storage and archiving of data according to clinical trials protocols and the TGA guidelines.
- ▶ Organise participant study visits according to protocol and co-ordinate interdepartmental visits.
- ▶ Obtain histories from Health Information Services and other health professionals as required.
- ▶ Report adverse (AE) and Serious Adverse Events (SAE) as per protocol requirement.
- ▶ Perform study assessment procedures as outlined in the clinical trial protocol and ensure participant files and CRFs available for all monitor visits.
- ▶ Complete all data clarification tasks and respond to data queries promptly.
- ▶ Prepare samples for despatch according to the shipping of Dangerous Goods Guidelines.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as detailed in section 4.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Relevant tertiary qualification with a minimum of 3 years working experience in the health sector
- ▶ In depth and practical knowledge of Type 1 diabetes or willing to learn and develop this knowledge
- ▶ Developed skills in working as part of a team including leadership where necessary
- ▶ Highly developed interpersonal and verbal communication skills with the ability to liaise and work effectively with a range of people across all levels of the organisation
- ▶ Excellent written communication skills
- ▶ Ability to work autonomously with considerable independence
- ▶ Demonstrated ability to initiate, develop and implement effective workplace practices and processes and convey complex information to colleagues
- ▶ High level problem solving skills with the ability to exercise judgement and initiative, while maintaining commitment to achieving outcomes
- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines
- ▶ Demonstrated ability to be flexible and adaptable in a changing environment
- ▶ Excellent stakeholder engagement skills, including managing competing demands and stakeholder groups
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite
- ▶ Open to coaching and professional development.
- ▶ Demonstrated ability in maintaining research data/records
- ▶ Familiarity with the requirements of the affiliated Institutional Ethics Committee (IEC) according to the Therapeutic Goods Administration (TGA) guidelines for Good Clinical Research Practice (GCRP), for the conduct of clinical trial research.

1.2 DESIRABLE

- ▶ Experience in or an understanding of clinical diabetes management and appropriate technologies for management.

1.3 SPECIAL REQUIREMENTS

- ▶ Occasional interstate travel
- ▶ After-hours work when required and requested

2. Job Complexity, Skills, Knowledge

2.1 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, including strong initiative and pro-activity in leading protocol implementation

2.2 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 Research Coordinator is required to identify potential issues and ensure these are overcome whilst maintaining the integrity of the study.

2.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Knowledge and ability to deal with the issues unique to being part of a multi-site study across a diverse range of health services and academic institutions is essential for this position.

2.4 RESOURCE MANAGEMENT

The incumbent is expected to manage the full range of study resources, including all devices and protocol documentation, ensuring resources are kept at the optimal level for effective protocol execution

2.5 BREADTH OF THE POSITION

The incumbent will be required to develop strong working relationships with a wide range of stakeholders from various organisations, including study personnel, medical professionals, health service staff and study participants at site.

3. 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.

4. 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.

5. Other Information

5.1 DEPARTMENT OF MEDICINE, ST VINCENT'S HOSPITAL

www.medicine.unimelb.edu.au/medicine-and-radiology

The Department of Medicine and Radiology is a large and diverse department in the Melbourne Medical School that undertakes research, postgraduate and undergraduate teaching within the University of Melbourne teaching hospitals. The Department of Medicine, St Vincent's Hospital is a large, research-active node of the Department. Research at the Department of Medicine, SVH encompasses basic, clinical and applied research in a range of areas. The ultimate goal of our research is to improve the treatment of human disease. Driven by clinical questions, our work covers aspects of the basic mechanisms of biology and physiology, clinical and community-based epidemiology, and clinical trials for new therapies and devices. We have outstanding academic and professional staff, highly proficient in a diverse range of clinical, research, teaching and administrative skills.

5.2 MELBOURNE MEDICAL SCHOOL

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.

5.3 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.

5.4 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>.

5.5 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*.

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/governance>