



**Australian
National
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Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	John Curtin School of Medical Research
Department/Unit:	Clinical Hub for Interventional Research (CHOIR)
Position Title:	CHOIR Program Manager
Classification:	Senior Manager 1
Position No:	TBA
Responsible to:	Head, Clinical Hub for Interventional Research
Number of positions that report to this role:	4
Delegation(s) Assigned:	NA

PURPOSE STATEMENT:

Strengthening translational research at ANU is a key component of the College of Health and Medicine's Strategic Plan (TRANSFORM) and critical for impact and future success in securing health and medical research funding. Development of expertise to facilitate conduct of early phase clinical trials and related clinical studies is a prerequisite for this growth.

This role is a new position, created as a result of the creation of the Clinical Hub for Interventional Research (CHOIR). CHOIR will provide a central hub at the College of Health and Medicine point for the specialised functions involved in conducting early phase clinical research to the required international standards (ICH-GCP). The intent of this hub is to reduce the barriers for individual investigators to develop high quality clinical trials and to ensure clinical studies across the College are conducted to uniform, high standards. A key component of this mission is the development of underlying policies, processes, and infrastructure within CHOIR to support high quality clinical research across the College.

The Program Manager is responsible for leading a core team delivering a flexible portfolio of clinical research at CHOIR. The Program Manager will bring broad skills and experience to the role, and be able to effectively work with a wide number of stakeholders within the University.

The Program Manager provides high level governance, training and management support, to ensure the smooth operation of the projects, contributing to the efficient and effective delivery of the College's strategic priorities in this area. This role requires a deep understanding of the regulatory, ethical, and scientific dimensions of clinical research management, expertise in project coordination, understanding of finance governance and research reporting, flexibility, and initiative.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Program Manager builds and maintains effective working relationships with a wide range of stakeholders, including senior leaders and administrators across the College of Health and Medicine and collaborators in other Colleges, along with key stakeholders external to the University including clinicians and clinical sites. Reporting to the Head, Clinical Hub for Interventional Research, this position will oversee a growing team of trial managers, database managers and administrative officers within CHOIR and work closely with academics within CHOIR and academic collaborators across the University. This position will play a critical role in developing and maintaining an highly effective and collaborative core team, along with underlying processes and infrastructure, to efficiently and effectively achieve the strategic goals of CHOIR and TRANSFORM.

Role Statement:

Under broad direction from the head of CHOIR, the Program Manager will:

- Oversee and manage the operations of a flexible portfolio of clinical studies (early phase interventional trials and cohort studies) across CHOIR, contributing to the effective delivery of these projects through high-level leadership and advice to the study teams.
- Work with CHOIR study teams to develop and maintain appropriate standard operating procedures for the design and conduct of early phase clinical trials, addressing ICH-GCP requirements and relevant regulatory and ethical frameworks

- Work with CHOIR study teams to develop and maintain appropriate project management deliverables such as strategic plans, risk and issue registers, engagement and communication plans, standard operating procedures, and resource management plans.
- Work with CHOIR senior database manager and ANU IT teams to evaluate, procure and maintain appropriate electronic database infrastructure for clinical and correlative data
- Develop an approach to training to ensure study teams are provided with appropriate training in ICH-GCP requirements, CHOIR and ANU processes and procedures, and other elements required to efficiently and effectively manage clinical studies
- Develop an approach to ensure study teams are provided with high-level support to manage project funds, including budgeting, planning and financial reporting, and ensure optimal use of resources to achieve agreed objectives by analysing study requirements.
- Develop an approach to ensure appropriate project governance arrangements are established, maintained, and supported. Including regular reporting on outcomes and monitoring study progress to ensure milestones and performance indicators are met.
- Develop an approach to regular and effective communication to inform and engage relevant stakeholders. Promote effective and collegial communication and interaction between the various study teams, with collaborators across the University, and with clinicians and clinical sites.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Relevant postgraduate qualifications and demonstrated extensive in clinical research management, preferably in a university environment, research centre or similar, or an equivalent combination of relevant experience and qualifications.
2. Highly developed analytical, problem solving, and decision-making skills with an ability to apply initiative and sound judgement to complete multiple projects on time, within budget and delivering high quality outcomes.
3. Proven ability to provide strategic advice to support senior management and experience in managing the implementation of policies, procedures, and strategic initiatives, including the relevant reporting on such initiatives.
4. Proven ability to evaluate, develop and maintain processes, procedure and infrastructure required for the conduct of high quality clinical research, preferably in a university environment, research centre or similar
5. Demonstrated high level of interpersonal, negotiation and communication skills, both written and oral, including demonstrated ability to liaise effectively with internal and external key stakeholders from a range of backgrounds including researchers, administrators, industry, community groups, and the general public.
6. Demonstrated ability to lead physically dispersed teams, support staff, and work cooperatively, independently, and harmoniously in a culturally diverse environment.
7. Demonstrated proficiency in the Microsoft Office suite of programs.
8. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	
Printed Name:	Mark Polizzotto	Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CHM	Dept/School/Section	JCSMR
Position Title	CHOIR Program Manager	Classification	SM1
Position No.	TBA	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:		<i>Mark Polizotto</i>		Date:	