



## POSITION DESCRIPTION

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<b>Position:</b>	6960 Clinical Trials Systems and Data Associate
<b>Work Area:</b>	UniSC Clinical Trials
<b>Classification:</b>	Level 3
<b>Supervisor:</b>	6660 Manager, Clinical Trial Technologies and Data
<b>Incumbent:</b>	Vacant

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### 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 environmentally 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

University of the Sunshine Coast Clinical Trials 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. Assist in the maintenance to industry regulated standards, of electronic systems critical to the function of a progressive clinical trial operation
2. Work collaboratively with staff, clients, and software partners to deliver continued innovation to the clinical research sector
3. Provide first-tier technical support and system-specific guidance to a geographically diverse team

### NATURE AND SCOPE OF POSITION

Under the close direction of the Manager, Clinical Trials Technologies and Data, the Systems and Data Associate assists in the maintenance of electronic systems, and provides system-specific guidance, troubleshooting, and fault resolution to staff across multiple geographically separate locations. Additionally, they will also maintain relationships with study-specific industry contacts and system support personnel to deliver their duties.



### KEY ACCOUNTABILITIES OF THE POSITION

1. Assist with the maintenance of electronic source documents and the clinical trial source database across a network of clinical trial sites
2. Assist with the implementation and validation of technological changes, integrations and implementations;
3. Assist with the maintenance of information technology assets across the UniSC Clinical Trials network
4. Provide first-tier technological support to staff across the UniSC Clinical Trials network, providing triage to issues as appropriate

### KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

The successful candidate will hold a certificate or combination of relevant knowledge, training and/or experience sufficient to demonstrate their ability to meet the selection criteria, and demonstrate experience in the maintenance and troubleshooting of technological systems.

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

1. high-level computing skills across all major operating systems; and
2. experience working with standard business IT/AV hardware, cloud-based computing (primarily SaaS), simple databases, computer networks and Managed Operating Environments.
3. Resourcefulness and problem-solving capabilities
4. Excellent written and verbal communication skills
5. Ability to work independently and as part of a multidisciplinary, geographically diverse team

The following Selection Criteria are desirable:

1. General knowledge of clinical research practices, including an understanding of the contractual and ethical obligations of clinical trials, relevant privacy acts, and ICH Good Clinical Practice
2. General understanding of regulations governing the use of electronic systems and electronic signatures within clinical trials

### Additional Requirements

It is a condition of employment for this position that you may be required to provide periodic evidence of immunisation against communicable diseases. This may include COVID-19.

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.***