

CLINICAL RESEARCH ASSOCIATE

DEPARTMENT/UNIT	Transfusion Research Unit, Acute & Critical Care, School of Public Health and Preventive Medicine
FACULTY/DIVISION	Faculty of Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	553 St Kilda Road, Melbourne

ORGANISATIONAL CONTEXT

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 – [#ChangeIt](#) 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.

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

The **School of Public Health and Preventive Medicine** is committed to our vision of Health and wellbeing for all people and communities. We are one of the largest schools of public health in the Asia Pacific region. Through generating and synthesising impactful evidence, supporting the strengthening of our health systems and informing and transforming policy and practice, we can help overcome the health challenges being faced across Australia and more broadly. We have skills, knowledge and excellence across a range of disciplines including epidemiology, research methodology, biostatistics, research ethics, governance, clinical trials, clinical quality registries, qualitative research, evidence synthesis, implementation science, health economics, genomics, forensic science, health systems, services and policy, and clinical practice. This provides a strong foundation upon which we can inform, support and sustain equitable improvements in health for individuals and communities. The School is part of the Faculty of Medicine, Nursing and Health Sciences centred at the Alfred Hospital Campus with satellite units and partners embedded across other major Monash affiliated hospitals, research institutes and public health organisations.

The **Transfusion Research Unit (TRU)** is internationally recognised for its research and educational activities. We are focussed on improving blood transfusion support for patients with major and/or complex transfusion needs, and in a range of blood disorders, including blood cancers and bone marrow failure syndromes. We provide data that inform health care policy and practice, and contribute to high-quality patient care, improved clinical outcomes and better stewardship of precious resources. TRU manages the NHMRC Blood Synergy program – an international research collaboration to address evidence gaps in patient blood management (focussing on major haemorrhage, critical care and blood cancers) and immunoglobulin use. The Monash-led Synergy application was the highest-ranked application in the first year of this new grant scheme, and was honoured with the Fiona Stanley Award at the NHMRC Research Excellence Awards in March 2020. Further information can be found at: www.monash.edu/medicine/sphpm/units/transfusionresearch and www.bloodsynergy.org.

POSITION PURPOSE

The Clinical Research Associate is responsible for overseeing and delivering high-quality research services to support the operations of the Transfusion Research Unit. The Clinical Research Associate performs a range of significant and complex research activities that play a critical role in supporting the delivery of the Transfusion Research Unit program outcomes. This includes overseeing and management of the RATIONALISE and RATIONAL Platform trials which are international National Health and Medical Research Council (NHMRC) and Medical Research Future Fund (MRFF) supported clinical trials investigating infection prevention strategies, including optimal duration of immunoglobulin (Ig) administration, and whether there are suitable alternatives in patients with blood cancers, with the aim to address evidence gaps and optimise immunoglobulin use in this patient population.

This position supports both projects through a range of activities including site set up, staff training at hospital sites, ongoing liaison and data monitoring for quality control, preparation of Human Research Ethics Committee (HREC) applications, regulatory documentation, clinical trials contracts and organising site and investigator meetings.

The Clinical Research Associate is a subject matter expert and provides specialist advice to clients, stakeholders and colleagues and delivers of efficient research services in accordance with research protocols and standards.

Reporting Line: The position reports to Clinical Trials Lead under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Oversee and administer the delivery of clinical research trials including project monitoring, data collection and analysis, preparation of results and reports and communication with participating sites and investigators;
2. Provide specialist and technical advice and/or training to clients, staff, students and other stakeholders in the area/s of research specialisation
3. Develop and maintain up-to-date specialist knowledge of new and innovative research methodology, equipment, technology, data management and analysis in the field of research specialisation
4. Provide high-level research administration support which may include providing advice on, developing and supporting trial-related documentation (e.g., study-related contracts, and conference papers), research or technical procedures, grant and ethics submissions and reports
5. Provide support for budget management for the research program or facility, where required, including planning, contributing to funding proposals and developing budget reports
6. Oversee and co-ordinate the day-to-day operations of the research program or project including experiments, testing or data collection activities, overseeing OHS or patient safety measures, maintaining equipment and materials, waste disposal and ordering of supplies
7. Build and sustain partnerships, collaborations and networks with academic and other staff, relevant research bodies, service providers and functional areas
8. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree qualification in a relevant field with extensive relevant experience; or
 - extensive experience and management expertise in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Demonstrated experience in overseeing a successful research program, trial or service, with a focus on operational excellence
3. Highly-developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines
4. Demonstrated project management skills, with a proven record of successfully supporting research projects through to completion

5. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
6. Demonstrated analytical, research and problem solving skills and the ability to identify and recommend solutions to challenging issues
7. Highly-developed interpersonal and communication skills with the ability to prepare professional documentation for various audiences and provide expert advice in areas of specialist or research knowledge
8. Demonstrated relationship management and consulting skills, including the ability to interact with, negotiate with and gain co-operation from internal and external stakeholders
9. Current Good Clinical Practice certificate and demonstrated experience in clinical trial coordination

OTHER JOB RELATED INFORMATION

- 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

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.