Position Description

Clinical Research Coordinator

Position Number: 00076359 *Position Title: Clinical Research Coordinator* *Date Written: June 2020*	*Faculty / Division: UNSW Medicine* *School / Unit: NDARC* *Position Level: Level 6*

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.

Values in Action
Our UNSW Behaviours

Demonstrates Excellence	Delivers high performance and demonstrates service excellence.
Drives Innovation	Thinks creatively and develops new ways of working. Initiates and embraces change.
Builds Collaboration	Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.
Embraces Diversity	Values individual differences and contributions of all people and promotes inclusion.
Displays Respect	Treats others with dignity and empathy. Communicates with integrity and openness.

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia's finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

The National Drug and Alcohol Research Centre (NDARC) was established at the University of New South Wales by the Commonwealth Government in 1986 to extend the knowledge base required for effective treatment of individuals with alcohol and other drug related problems and to enhance the overall research capacity in the drug and alcohol field. The Centre is highly regarded, both nationally and internationally, for its contribution to drug and alcohol research.

The Clinical Research Coordinator (CRC) is responsible for the coordination and administration of clinical trials under the direction of the Tobacco Research Group (TRG) team. The CRC will coordinate the successful management of research activities for a National Health and Medical Research Council (NHMRC) funded Smoking Cessation Trial: "Vaporised nicotine products versus oral forms of nicotine replacement therapy (NRT) products for tobacco smoking cessation among low-socioeconomic status (low-SES) smokers".

The role of CRC reports to the NHMRC Career Development Fellow and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Assist in developing and maintaining the relevant study materials (clinical protocol, standard operating procedures, Investigator's Brochure, data collection tools, case report form, participant information and consent forms, study documentation, etc) in accordance with TGA, ICH Good Clinical Practice and CONSORT guidelines
- Ensure adverse events are properly documented and reported to the Sponsor and Ethics Committee as appropriate
- Coordinating project/ investigator meetings, advisory committee meetings and oversee the smooth running of the clinical trial and ensure adherence to trial protocol management
- Conduct and assist with systematic review(s), literature searching, data collection, analysis and paper write-up/drafting
- Contribute to the development of successful recruitment strategies for the trials, including developing effective working relationships with appropriate stakeholders
- Coordinate the development and maintenance of study documents to ensure milestones are met and outcomes achieved
- Maintain a high level of professional expertise through familiarity with research literature
- Perform data collection, data management and administrative tasks, as required
- Travel to trial sites to perform training, on-site monitoring and coordination duties, as required
- Participate in the supervision and training of staff, as required
- Perform other duties as required by supervisor
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others

SELECTION CRITERIA

- Relevant tertiary qualification or an equivalent knowledge gained through any other combination of education, training and/ or experience. Demonstrated experience in the implementation, coordination and management of clinical trials will be highly regarded
- Excellent organisational and problem-solving skills with a proven capacity to prioritise own workload and meet deadlines
- Excellent written, verbal, and interpersonal communication skills and ability to work in a team and independently
- Demonstrated experience providing administrative and research support with the ability to work well under pressure with attention to detail and accuracy
- Demonstrated and applied knowledge/understanding of HREC and regulatory applications e.g. GCP and reporting for clinical trials
- Demonstrated skills in project management, statistical software packages (eg. STATA, SPSS, SAS, and Access) and statistical analysis
- Current (provisional or full) Driver's license with willingness and ability to travel to clinical sites within New South Wales to conduct responsibilities and/or tasks
- Knowledge of Health and Safety responsibilities and commitment to attending relevant health and safety training

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.