



POSITION DESCRIPTION

The Peter Doherty Institute for Infection and Immunity
Doherty Department
Faculty of Medicine, Dentistry and Health Sciences

Clinical Trial Data Coordinator

POSITION NO	0051108
CLASSIFICATION	UOM 6
SALARY	\$85,134 - \$92,153 (Pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time, 0.6 FTE
BASIS OF EMPLOYMENT	Fixed-term position available for 12 months
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 , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Clinical Trial Manager Email ascot-team@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 websites:
about.unimelb.edu.au/careers

Position Summary

The Clinical Trial Data Coordinator will support two clinical trials at the Peter Doherty Institute for Infection and Immunity (Doherty Institute) – ASCOT and SNAP. The Australasian COVID-19 Trial (ASCOT) is a randomised clinical trial which aims to enrol ~2,000 patients with COVID-19 infections, at over 80 sites in Australia, New Zealand and India. The SNAP (*Staphylococcus aureus* Network Adaptive Platform) trial aims to determine the best combination of treatment options for patients with *Staphylococcus aureus* (golden staph) bloodstream infections. Both clinical trials are led by Associate Professor Steven Tong, supported by the Clinical Trial Managers and research teams.

The Clinical Trial Data Coordinator will help design, develop and maintain a database for each trial. This includes development of data entry, data cleaning, data formatting and data extraction processes. The Clinical Trial Data Coordinator will liaise with the group members and research sites to resolve data inconsistencies and questions. The Clinical Trial Data Coordinator is required to use a variety of database and data analysis applications and understand how these interact. The Clinical Trial Data Coordinator will work closely with members of the group, as well as investigators from national and international collaborating institutions.

The Clinical Trial Data Coordinator ensures that work is conducted with attention to detail within the predetermined study protocols and is required to report progress of the study on a regular basis.

This position sits within the Doherty Department at the Doherty Institute.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our staff to live our values of:

- ▶ Collaboration and teamwork
- ▶ Compassion
- ▶ Respect
- ▶ Integrity
- ▶ Accountability

1. Key Responsibilities

- ▶ Liaise with the external database provider for both the ASCOT and SNAP clinical trials.
- ▶ Set up database users, provide training, ongoing support for users and user access to research staff.
- ▶ Raise data queries and liaise with participating research sites to resolve queries or missing data.
- ▶ Perform data cleaning and resolve inconsistencies with the research staff.
- ▶ Ensure the validity and integrity of research data including: maintaining the security of the data; upgrade when needed, ensure database applications reflect changes in users' and

the studies' needs; develop user-friendly manuals and procedures for data entry; run complex reports and queries where required.

- ▶ Maintain and perform modifications to database systems (e.g. creating tables, queries, security, data entry screens, reports).
- ▶ Extract datasets, formatted for analysis, to be used by researchers both within and external to the Institute.
- ▶ Present the progress of the database to co-workers and at meetings as required.
- ▶ Maintain privacy, confidentiality and security of all data.
- ▶ Other tasks and duties commensurate with the level of appointment as required.
- ▶ Contribute to the co-production of conference and seminar papers and publications.
- ▶ Participate in team meetings, including work summary presentations as required.
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a degree in epidemiology, science/biomedical science, data management or a public health related discipline with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training
- ▶ Demonstrated experience conducting data management tasks including quality assurance activities, data checking and cleaning of small and large-scale datasets, data manipulation and extraction, and the preparation and management of data documentation.
- ▶ Demonstrated experience in querying, formatting and extracting clinical trial data, and familiar with clinical trial eCRF platforms.
- ▶ Working knowledge of ethics, confidentiality, security and privacy as they relate to clinical trial data.
- ▶ Demonstrated ability to work independently and collaboratively in a team to achieve project goals and meet agreed deadlines across multiple projects.
- ▶ Sound written and verbal communication skills, including the ability to communicate with a range of stakeholders from policy and research environments, as well as the ability to write user manuals and protocols.
- ▶ Evidence of ability to meet deadlines while producing high quality work.
- ▶ Excellent project management and organization skills

2.2 DESIRABLE

- ▶ Relevant experience in supporting large clinical research projects in the higher education sector or research sector or an equivalent combination of relevant experience and/or education/training.
- ▶ Previous work experience on infectious disease projects.
- ▶ Current GCP accreditation.

- ▶ Experience in or an understanding of the higher education sector.

2.3 SPECIAL REQUIREMENTS

- ▶ Occasional work out of ordinary hours may be required

3. *Job Complexity, Skills, Knowledge*

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The appointee is expected to be highly motivated and will work as part of the Clinical Trial team. In this position the incumbent is expected to work under broad direction from the supervisor with a considerable degree of autonomy.

3.2 PROBLEM SOLVING AND JUDGEMENT

The appointee must be able to communicate effectively with other staff members and encourage a pleasant work environment. The appointee is expected to demonstrate initiative, judgement and problem solving ability. The appointee will make independent judgements, based on experience, knowledge and expertise, to evaluate problems and provide solutions.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

3.4 BREADTH OF THE POSITION

The incumbent will have a depth or breadth of expertise developed through extensive relevant experience and application.

4. *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.

5. 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.

6. Other Information

6.1 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

www.doherty.edu.au

The Doherty Institute is a world-class institute combining research, teaching, public health and reference laboratory services, diagnostic services and clinical care into infectious diseases and immunity. It was officially opened in September 2014 and is a joint venture between the University of Melbourne and Melbourne Health. The Doherty Institute has a major focus on diseases that pose serious public and global health threats such as influenza, tuberculosis, HIV, viral hepatitis, Ebola and drug resistant bacteria. The Doherty's activities are multi-disciplinary and cross-sectoral, placing great emphasis on translational research and improving clinical outcomes. Teams of scientists, clinicians and epidemiologists collaborate on a wide spectrum of activities - from basic immunology and discovery research, to the development of new vaccines and new preventative and treatment methods, to surveillance and investigation of disease outbreaks.

6.2 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.

6.3 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>.

6.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 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>