POSITION DESCRIPTION

Contract and Finance Officer 0.5 – 1.0 FTE

IBD Clinical Trials Unit

Position Title	Contract and Finance Officer
Division	IBD Clinical Trials Unit
Position Purpose	The Contract and Finance Officer will be working collaboratively with a Contract and Compliance Officer for the site start-up activities, compliance, financial oversight, and efficient administration of the IBD Clinical trials unit. They will also work on allocated research studies relevant to the IBD Research Group ensuring clinical trials are conducted in adherence with applicable local, national and international regulations and standards. The Site Coordinator will assist with day-to-day operation of relevant studies in close collaboration with research staff and study investigators ensuring efficient processes are applied according to study protocols.
Location	Aubigny Place
Occupational Category and Level	MR Professional Level 5-6 depending on the experience
Reporting Relationship	Reports to Dr Yoon-Kyo An
Review Date	
Next Review Due	

Staff Member		**Signature**	**Date**
Direct Supervisor		**Signature**	**Date**

1. OVERVIEW

Mater Group

As a Catholic not-for-profit ministry of Mercy Partners, Mater Group is committed to meeting the healthcare needs of our community through an integrated approach to our health education and research services, which is focused on delivering the highest quality care for our patients. For more than a century in Queensland, Mater has been defined by an abiding commitment to meeting the healthcare needs of the community.

Today, our Mission and Mercy Values continue to guide Mater people in making appropriate decisions for a sustainable, socially relevant healthcare service that is genuinely committed to the community it serves. Mater Group comprises Mater Health, Mater Education, Mater Research and Mater Foundation.

***Our Mater Values**: We value care, mercy, dignity, quality and commitment.*

Mater Research

Mater Research (MR) is a world-class institute that is committed to conduct, enable and translate clinically relevant health research. With more than 300 laboratory and clinical researchers working across Mater's hospitals and the world-class Translational Research Institute (TRI), Mater Research is committed to working closely with Mater Health, Mater Education and our growing network of partners to turn scientific discovery into the best possible treatment, care, and outcomes for patients and our broader community.

Our teams conduct outstanding research into:

- Cancer Biology and Care
- Chronic and Complex Disease Biology and Care
- Mothers', Babies and Women's Health
- Neurosciences and Cognitive Health
- Health Implementation

Mater Research Institute – The University of Queensland

MRI-UQ is an alliance between Mater Research and UQ, providing strategic benefits to both partners. Mater Research brings to the alliance considerable clinical collaboration opportunities and UQ brings all its expertise as a research, education and teaching institution. Mater Research employees, through an affiliation to MRI-UQ have access to world-class research infrastructure and systems.

Translational Research Institute (TRI)

Focusing on a wide range of health and medical research areas, the Translational Research Institute (TRI) is a joint venture between Mater Research (MR) The University of Queensland Diamantina Institute (UQDI), Queensland University of Technology's Institute of Health and Biomedical Innovation (IHBI), and the Princess Alexandra Hospital's Centres for Health Research. The Translational Research Institute brings these research facilities together with the aim to improve and accelerate the translation of medical research into greater patient care.

2. HOURS

This position will be an appointment between 0.6 to 1.0 FTE depending on the candidate. Working hours need to be agreed with one's supervisor. As with all research institutes, we acknowledge the need for flexibility in working hours in order to undertake work in concordance to individual project deadlines.

3. PURPOSE OF POSITION

The Contract and Finance Officer will be responsible for assisting with site start-up activities, compliance, financial oversight, and efficient administration of the IBD Clinical trials unit. They will also work on allocated research studies relevant to the IBD Research Group ensuring clinical trials are conducted in adherence with applicable local, national and international regulations and standards. The Site Coordinator will assist with day-to-day operation of relevant studies in close collaboration with research staff and study investigators ensuring efficient processes are applied according to study protocols.

4. POSITION DESCRIPTION

4.1 Research Activities

- Negotiation and oversight of study budgets and contracts
- Preparation of ethics and governance submissions, amendments and reports in collaboration with investigators and research organisations
- Oversight of the Clinical trials cost-centre including unit budget planning, resource allocation and financial management including clinical trials management software
- Responsible for all invoicing and cost recovery for activities related to clinical trials within the IBD clinical trials unit. Responsible for payment of incoming invoices for clinical trial activity, invoicing sponsors for clinical trial activity and cost re-imbursement for patient travel and other expenses for clinical trial participants.
- Conduct regular finance audit and report to the supervisor
- Maintain database of study status and subject progress
- Coordination of research studies and clinical trials in a manner that ensures consistency and adherence to Good Clinical Practice (GCP) and all applicable regulatory requirements
- Adherence to MRL/MML Clinical Policies and Procedures in the conduct of clinical studies
- Logistical support of research activities

4.2 Education and Communication

- Ability to establish and maintain effective communication networks to facilitate efficient conduct of clinical research with relevant collaborators, hospital departments involved in the study, service providers, clinical research organisations and study sponsors
- Attend relevant training programs and mandatory educational programs, workshops, conference and promotional functions

4.3 Safety in the Workplace and Human Resources

- Maintain a safe working environment
- Report any potential hazards to the reporting officer
- Ensure compliance with Workplace Health and Safety (WHS) Standards
- Treat all clients with sensitivity and without discrimination
- Develop and review performance objectives with the Manager on an annual basis

4.4 Expression of the Mater Values

- Promote and demonstrate the mission and objectives of MRL
- Promote and demonstrate the philosophy and values of the Sisters of Mercy
- Demonstrate personal attentiveness, sensitivity and non-judgemental manner when interacting with team members and families
- Demonstrate values based decision-making and leadership
- Ensure that the mission, objectives, philosophy and values stated above are inherent in the delivery of the health care services by collaborating with and supporting other members of the health care team regarding clinical and research practices

- Demonstrate a strong commitment to the timely delivery of a high-quality service to MRL staff of MRL

5. PRIMARY DELEGATIONS AND ACCOUNTABILITIES

- Develop a strong working relationship with the study Investigators and the research personnel to ensure effective and timely implementation of clinical research
- Demonstrated understanding and commitment to the Australian Code for the Responsible Conduct of Research is required
- Demonstrated understanding and commitment to the NHMRC National Statement on Ethical Conduct in Human Research
- The use of Institute property, equipment and technical support facilities will respect the guidelines established by the Institute

6. INTELLECTUAL PROPERTY

Mater Research will require the assignment of all rights, in and to all discoveries, and inventions made, developed, or devised while working at or under the guidance of the Mater Research, during the term of the appointment.

7. SELECTION CRITERIA
Qualifications

Essential

- An appropriate qualification or relevant experience in a health-related discipline, clinical trials co-ordination or project management
- Relevant tertiary qualification and work experience in finance management

Experience, Knowledge and Skills

Essential

- Ability to conduct clinical research to ensure consistency and adherence to Good Clinical Practice (ICH-GCP)
- Experience in a range of clinical trial coordination and management functions including ethics and governance submissions, amendments and reporting
- Experience with finance including accounts payable/invoicing and auditing
- Ability to work independently
- Demonstrated high level written and verbal communication skills
- Attention to detail and experience maintaining accurate and complete study documentation
- Excellent time management skills, ability to prioritise and manage competing tasks
- Use critical thinking and problem-solving skills to manage research efficiently and effectively
- Proficient computer skills, particularly Microsoft Office

Desirable

- Current Good Clinical Practice (ICH-GCP) certificate
- Current clinical experience in gastroenterology or other clinical trials settings
- Experience with a multi-disciplinary trials team including engaging with study participants
- Experience with study databases and data management systems
- Understanding of study budgets, contracts and finances
- Familiarity with clinical trials management software and task management software

Personal Qualities

Essential

- Personal attributes of integrity, tact, sound judgement and respect for confidentiality
- Commitment to the Promotion of the Philosophy and Mission of Mater Misericordiae Ltd and goals of Mater Research.

8. REVIEW

The position will be subject to mutual review on an annual basis.