



POSITION DESCRIPTION

Department of Medicine, Western Health
Faculty of Medicine, Dentistry and Health Sciences

Clinical Trials Coordinator

POSITION NO	0048258
CLASSIFICATION	UOM 6
SALARY	\$87,007 – \$94,181p.a.
SUPERANNUATION	Employer contribution of 10%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term until 17 December 2021
OTHER BENEFITS	www.hr.unimelb.edu.au/careers/info/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Gustavo Duque Tel +61 3 8395 8136 Email gustavo.duque@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 website:
www.hr.unimelb.edu.au/careers

Position Summary

The Clinical Trials Coordinator will provide primary coordination services for investigator-initiated clinical trials in the Department of Medicine, Western Health and the Australian Institute for Musculoskeletal Science (AIMSS), which is based within the Department. The incumbent is expected to take responsibility for key aspects of all investigator-initiated trials, including participant and health service (as applicable) recruitment, generation and maintenance of required protocols and other documentation to maintain Good Clinical Practice (GCP) compliance, liaison with recruiting units in Western Health, liaison with study PIs and other relevant personnel, and other aspects.

The incumbent will also act as Project Manager for the Medical Research Future Fund (MRFF)-funded ORMA research project, which involves the exploration of improved integration of osteoporosis identification, treatment and care in the primary care setting. As Project Manager, the incumbent will play a key role in recruitment of participant practices for the study as well as ensuring all project timelines are kept on track, milestones are met, data is recorded, maintained and stored under standard ethics and integrity requirements and other key administrative tasks to ensure the project's satisfactory progress. The incumbent will be highly motivated, pro-active and organised in helping build and sustain the clinical research activity in the Department through effective management of all relevant trials and procurement of new trials.

The position reports to the Department Manager, Department of Medicine Western Health for administrative purposes and to the Chair of Medicine, Western Health for research and clinical trials coordination.

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

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

1. Key Responsibilities

- ▶ Effectively and efficiently manage the department's clinical research activities which involves but is not limited to; the recruitment of participants, coordinating and carrying out trial visits, sample processing, accurate record keeping and case report form completion
- ▶ Provide research project updates in a timely manner to appropriate lead researcher
- ▶ Ensure accurate and timely completion of paper or electronic case reports and other study documentation such as patient follow-ups and laboratory investigations
- ▶ Coordinate advertising and participant recruitment campaigns
- ▶ Preparation and submission of Research Ethics Committee and Governance applications, amendments, safety reports, annual reports and other relevant correspondence
- ▶ Project manage the ORMA project including development and maintenance of relevant project timelines and milestones, liaising with ORMA CIs and other staff as required.
- ▶ Act as primary administrative contact for the ORMA project, answering or triaging queries as required.

- ▶ Provide general administrative services to the ORMA project.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6

2. Selection Criteria

2.1 ESSENTIAL

- ▶ BSc (Hons) or equivalent degree with significant relevant experience or equivalent combination of training and experience
- ▶ Demonstrated research and administration skills within the clinical research area
- ▶ Excellent organisational skills especially with respect to the management of clinical trials, ethics submissions and management of research budgets
- ▶ High level of initiative with a demonstrated ability to plan, implement, prioritise and set deadlines
- ▶ Ability to adhere to the principles of GCP
- ▶ Previous experience with clinical trials online reporting systems

3. Special Requirements

- ▶ The incumbent will be required to spend time at the Sunshine, Footscray and Williamstown sites therefore you will require a current driver's licence.
- ▶ As this position is based within a hospital environment, any offer of employment is contingent on a satisfactory police record check.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

In this role you will receive broad direction from lead researchers. You are expected to exercise a high degree of independence and judgement, as you will be responsible for coordinating the day-to-day activities of several clinical and translational research projects.

To achieve department objectives and to ensure projects are run smoothly you will be required to show initiative and manage tasks with efficiency, accurately documenting and providing regular project updates to relevant lead researchers.

Reporting to the Unit Manager, Department of Medicine and with regards to research to the Head of Department.

4.2 PROBLEM SOLVING AND JUDGEMENT

You are required to apply and have up-to-date knowledge of current legislation, policies, practices and ethical standards in relation to coordinating clinical and translational studies within the university and hospital environment. Issues relating to the studies will be initially managed by you then escalated to your supervisor and/or appropriate lead

researchers. Matters relating to participants must be dealt with in a manner that will protect patient confidentiality and with minimal impact to the studies.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

You will have detailed knowledge of policies relevant to conducting research within the university environment. Additionally you will need to gain a good understanding of hospital policies and procedures and relevant protocol to enable you to recruit participants from within the hospital system.

You will liaise with university and hospital departments relevant to research, finance and administration, ethical and governing bodies, the Department of Medicine professional and academic staff within the Melbourne Medical School – Western Precinct.

4.4 RESOURCE MANAGEMENT

You will manage all relevant research related equipment; this includes maintenance and participation in training. Shared research equipment will be managed by the laboratory Manager and/or Unit Manager who may from time require your assistance. You will be required to manage your research budgets, keeping accurate records and regular reporting progress. Research paperwork and records need to meet university standards, and relevant clinical trial requirements at all times.

4.5 BREADTH OF THE POSITION

This position will primary provide a broad range of administrative and clinical trials expertise to support to the Department of Medicine lead researchers, you will actively engage with university and hospital departments including relevant Occupational, Health and Safety representatives. You will be the first point of contact for participants and for queries relating to your clinical or translational research studies.

5. 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.

6. 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/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

7. Other Information

7.1 MELBOURNE MEDICAL SCHOOL

www.medicine.unimelb.edu.au

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service

7.2 DEPARTMENT OF MEDICINE, WESTERN HEALTH

www.medicine.unimelb.edu.au/medicine-and-radiology

The Department of Medicine and Radiology is a large and diverse department in the Melbourne Medical School that undertakes research, postgraduate and undergraduate teaching within the University of Melbourne teaching hospitals. A growing node of the Department, the Department of Medicine, Western Health conducts research into ageing and chronic diseases, with particular emphasis on musculoskeletal diseases.

7.3 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.

7.4 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>.

7.5 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the

University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

7.6 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>