



# PROJECT COORDINATOR

DEPARTMENT/UNIT	School of Psychological Sciences
FACULTY/DIVISION	Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 5
DESIGNATED CAMPUS OR LOCATION	Clayton campus

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank 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. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals. We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the Faculty, please visit [www.monash.edu/medicine](http://www.monash.edu/medicine).

The **Monash School of Psychological Sciences** is ranked among the best in the world. Our School's mission is to develop students and research outcomes that make significant contributions to improving the lives of others globally. Our overarching vision is to make significant and long-lasting impact that changes the world around us, beginning in infancy and across the lifespan. Drawing on the expertise of our staff and the University's unique research platforms and technology, our mission is to sustain and build on Monash's position with world-class research and teaching in Psychology.

For more information about us and the work we do, please visit [www.monash.edu/medicine/psych](http://www.monash.edu/medicine/psych).

Housed within the School of Psychological Sciences, the Turner Institute for Brain and Mental Health is a world-leading institute dedicated to making significant contributions to basic and translational research, clinical care,

and research training in brain and mental health. The Institute represents the largest grouping of cognitive and clinical neuroscientists in Australia and Asia Pacific.

To learn more, please visit [www.monash.edu/turner-institute/research](http://www.monash.edu/turner-institute/research).

Our research team within Experimental Neuropsychology Research Unit (ENRU) focus on rare neurodegenerative disorders, such as Huntington's disease (HD) and Friedreich ataxia (FA). We have established research collaborations across the Melbourne network, including with the Murdoch Children's Research Institute, Monash Health, and Monash Biomedical Imaging. We have a strong focus on utilising neuroimaging to map brain, spinal cord and cognitive dysfunction, in an effort to improve early detection of disease and to uncover sensitive biomarkers of disease progression. Findings from this research will provide researchers and pharmacological companies with a suite of neuroimaging tools that will improve the sensitivity of outcome measures in clinical trials and thus enhance the development of therapeutic intervention.

FA is a progressive neurodegenerative genetic disorder that results in a range of symptoms including incoordination, muscle weakness, speech problems and heart disease. The affected person becomes increasingly affected by symptoms and eventually loses their capacity to walk. There is currently a large international push to identify a compound or an intervention that could at least halt, or optimistically cure this life shortening condition. As part of this push large-scale, comprehensive natural history neuroimaging studies are lacking in FA and are urgently needed.

Monash University is the lead partner in a global study (TRACK-FA) to track brain and spinal cord changes in people with FA, with a view to identify early markers of disease progression that can be incorporated into future clinical trials as soon as possible. TRACK-FA aims to improve understanding of the natural history of FA (specifically related to changes in the brain and spinal cord), validate neuroimaging markers in FA to deliver a set of trial-ready biomarkers and to develop a comprehensive database to facilitate ongoing community research and discovery. TRACK-FA is a collaboration between six international sites, including Monash University (Australia), University of Minnesota (USA), Aachen University (Germany), University of Campinas (Brazil), University of Florida (USA), and the Children's Hospital of Philadelphia (USA), sponsored by the Friedreich's Ataxia Research Alliance (FARA) in the USA, as well as leading industry partners globally. Participant enrolment in TRACK-FA commenced in early 2021 and, with the Melbourne site testing its first participant in April.

## POSITION PURPOSE

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The Project Coordinator will facilitate the coordination and management of the TRACK-FA study across all six academic sites providing high-level coordination and integration across all components (neuroimaging, clinical, cognitive and blood markers). This position will also be responsible for the oversight of all components of the TRACK-FA neuroimaging consortium to ensure effective execution of the study. This includes supporting sites throughout the study, and managing and monitoring the neuroimaging, clinical, cognitive and blood marker "database" throughout the study for which the data will be stored. Although TRACK-FA is a long-term study, contracts for this position will be issued on a 12-month basis and based on overall performance in the role.

**Reporting Line:** The position reports to the Coordinating Principal Investigator (and Chairperson of the TRACK-FA neuroimaging consortium) of the funding under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Provide logistical support and project coordination to support the TRACK-FA neuroimaging consortium, including providing services, responding to queries, supporting committees including scheduling and planning regular TRACK-FA consortium meetings (including agendas and minutes), communications and attending and participating in stakeholder meetings

2. Coordinate project protocols and ethics applications/amendments
3. Develop, maintain and monitor project plans, protocol and schedule of assessments and ensure project deadlines are met, including leading the milestone reporting to sponsor
4. Provide high levels of customer service to consortium members and other stakeholders as required and in accordance with best practice guidelines, policy and procedures
5. Maintain service standards including prompt issues resolution and adherence to privacy, confidentiality and compliance requirements
6. Help support the input and analysis of data, including ensuring effective security, storage and distribution of data, records and reports
7. Provide sound and timely advice, guidance and support to other staff, clients and stakeholders in areas of administrative and service responsibility
8. Participate in and coordinate continuous improvement activities relating to service practices, quality assurance and customer service excellence
9. Maintain effective working relationships with colleagues, clients and site investigators as part of the team
10. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - A tertiary qualification in Health Sciences, Biomedical Sciences, Clinical Science or a relevant field; or
  - substantial relevant skills and work experience; or
  - an equivalent combination of relevant experience and/or education/training.

### **Knowledge and Skills**

2. Excellent project administration skills and a demonstrated capacity to coordinate effective operational processes and systems
3. Demonstrated organisational skills, including managing a project and demonstrated experience in development of research protocols and ethics applications/amendments
4. Demonstrated high level experience in project management and coordination of large clinical projects with the ability to meet project timelines, deadlines and reporting
5. Ability to work as an effective member of a team both in a domestic and international capacity, as well as the ability to exercise independence and judgement where required
6. Demonstrated analytical and problem-solving skills
7. Outstanding written and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues
8. Highly developed computer literacy, including experience using business software such as Microsoft Office, Excel, Google Docs
9. Experience in human clinical research projects and/or clinical trials, particularly in the area of neurological or degenerative disease
10. Undertaken training in the principles of Good Clinical Practice (GCP)

## **OTHER JOB RELATED INFORMATION**

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- 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
- There will be a requirement to undertake academic and consortium meetings after hours in order to accommodate the time zones across continents
- A current satisfactory Working With Children Check is required

## **GOVERNANCE**

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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.