

## RECRUITMENT

# Clinical Trial Coordinator - MAGNET



## CONTACT

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# About Deakin

**Deakin's growing reputation is reflected in its rapid rise in international rankings; Deakin entered the prestigious Academic Ranking of World Universities for the first time in 2014 and now ranks an estimated 262 (ARWU 2020). Deakin is ranked 29 in the QS ranking of the world's top universities under 50 years.**

Established in 1974, Deakin University was named after the leader of the Australian Federation movement and the nation's second Prime Minister, Alfred Deakin.

Deakin University has five campuses, one in Melbourne's eastern suburbs, two in the port city of Geelong, one in Warrnambool on the south-west coast of Victoria, and more than 15,000 students study predominantly online as part of Deakin's Cloud Campus.

All students, regardless of their campus or mode of study, benefit from Deakin's award-winning digital environment.

Deakin is proud of its inclusive and student-focused culture and its reputation for using innovative digital solutions to provide an engaging and personalised learning experience. Deakin is committed to lifelong learning, providing students with choices about how, when and where learning occurs.

Deakin prides itself on developing career-ready graduates who are innovative, resilient, and well prepared for rapidly changing workforce needs. Deakin has a strong focus on teaching, with student satisfaction and the employability of its students being key indicators of success. Deakin ranks first in Victoria for student satisfaction (SES) and graduate employability (GOS).

**Top 1%**  
of the world's universities

**No. 1**

In Victoria for student satisfaction ten years in a row (2010 -2019)

**No. 262**

ARWU global ranking of world universities' research capabilities

Deakin's four faculties offer courses across the arts, design, science, sport, nutrition, architecture, business, law, medicine, optometry, engineering, nursing, allied health, psychology and teaching.

With over 60 000 students Deakin is one of Australia's largest universities and is consistently ranked in the top 1% of the world's universities.

As an Australian university with global impact, Deakin is translating its research into the commercial outcomes that will drive the innovation Australia's economy needs now and into the future. Research at Deakin focusses on innovation and robust partnerships with industry and business, and it is building a formidable international reputation in areas of emerging national social, economic and political priority in its core areas of health, sport, carbon fibre, energy and cyber security. Deakin's manufacturing innovation precinct provides an important link between technological innovation and successful industry outcomes, strengthening and streamlining pathways for commercial research.

## Our strategy

Through the strategic plan Deakin 2030: Ideas to Impact, Deakin's ambition is innovation and excellence in both education and research generate ideas that transform lives and communities. We will be Australia's most progressive and responsive university, leading in blending digital capability with our distinctive campus precincts. We will leverage strong partnerships to maximise the social, cultural and economic impact we deliver regionally, nationally and globally.

- We excel in both education and research.
- We value both excellence and equity.
- We are leaders in digital capability
- We are agile and responsive to community need.
- Indigenous Knowledges and Ideas form our future.
- We deliver impact locally and globally.
- We seek to grow where growth aligns with strategy.



# Faculty of Health

**Deakin Health is recognised in Australia and internationally for its teaching, training, research and service. We are one of the fastest growing health faculties in Australia. Our teaching, research and service contribute to improved health and wellbeing, and to strengthening the health and human services sectors in Australia and the Asia-Pacific. We assist governments, communities and organisations to develop a wide variety of health and social programs and policies.**

The Faculty of Health teaches a large variety of health disciplines and sub-disciplines at campuses and health services in Geelong, Burwood, Ballarat, Warrnambool and other locations in Melbourne, Western Victoria and further afield. Our courses are delivered both on campus and online via our Cloud Campus using a state-of-the-art blend of face-to-face and online teaching methods.

## **The Faculty is made up of five schools:**

- School of Exercise and Nutrition Sciences
- School of Health and Social Development
- School of Medicine
- School of Nursing and Midwifery
- School of Psychology

Through our Schools and research groups, we work collaboratively with a wide range of external organisations. These include federal and state governments, schools, public and private hospitals, health centres, non-government organisations such as Diabetes Australia, community groups, international bodies such as the World Health Organization, commercial companies, and other universities and research institutes at home and overseas. A number of highly productive partnerships across the sector include joint appointments at professorial level.

We also work collaboratively with a wide range of Indigenous partners both internally and externally. Partners include not-for-profit and professional association groups supporting Aboriginal and Torres Strait Islander staff, students and its communities.

Deakin Health is guided by a strong and vibrant commitment to improving the health and wellbeing of all people in Australia and our surrounding region. Please join us in this important work.

## **Our Mission**

The Faculty of Health strives to achieve Deakin's vision by:

1. Inspiring our students to realise their potential, develop their knowledge and skills, and grow as individuals who excel in the workplace, contribute to their communities and engage in lifelong learning
2. Providing learning experiences that are personal, dynamic and contemporary, with clearly articulated expectations and standards
3. Undertaking world-class research to support evidence-based policy and practice and provide a stimulating research training environment

Engaging our students, alumni, staff, partners and friends to participate fully in the life of the Faculty and University and to become global citizens.

## **Deakin's promise to equity, diversity and inclusion**

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. We recognise that our academic workforce is increasingly diverse with a variety of backgrounds, experiences and responsibilities. In many cases, academic careers can be put on hold through career breaks or part-time work arrangements to take on caring duties, gain experience in other industries, for medical reasons or other personal circumstances. Achievement relative to opportunity places more emphasis on the quality as opposed to the quantity of research outputs. In your application, we encourage you to comment on your achievements relative to opportunity.





# School of Medicine

**Statement of purpose:**  
**To enhance the communities we serve through outstanding clinical training and research.**

**Aspiration:**  
**To address the workforce needs and advance the health and well-being of regional, rural, remote, Indigenous and marginalised individuals and communities.**

**Values:**  
**We foster a culture of diversity, inclusiveness, respect and social accountability, with a focus on excellence, innovation and work readiness.**

We accepted our first medical students in 2008 to our postgraduate medical degree, and our graduating interns have already established strong links with regional and rural hospitals, together with the Melbourne city hospitals. The Doctor of Medicine (MD) degree is a 4 year course, with first 2 years based at the University campus in Warrn Ponds, followed by 2 years of clinical education and experience in one of our clinical schools.

The School has also developed other new undergraduate and postgraduate programs, namely Optometry, Medical Imaging, Agricultural Health and Medicine, Units in the Bachelor of Biomedical Science and Health Science Majors, Bachelor of Health and Medical Science Honours, MBA (Healthcare Management), Graduate Certificate of Hospital Administration, and a Masters Degree in Surgical Research. The School has a significant number of M Phil (Masters by Research) and PhD students in both basic sciences and clinical research. Our research capability and performance has grown rapidly. This involves academic staff at the Warrn Ponds campus and those working in primary and secondary care throughout the region.

The school's strategic priorities emphasise its commitment to the improved wellbeing of Indigenous Australians through high quality education, increased clinical training opportunities in Indigenous Health and increased cultural safety.

The school has also developed the Indigenous Entry Streams across its three major courses with a subsequent increase in students applying to study at Deakin. The school has formalised relationships with Aboriginal Health services in the region to increase the school's capacity to deliver Indigenous Health Curriculum, and grow its research aspirations.

The School has four research "pillars": Infection, Immunity and Cancer; Neurosciences; Metabolic/Musculoskeletal medicine; and Rural Health research. School staff participate in the Institute for Mental and Physical Health and Clinical Translation (iMPACT) and work with our community partners to achieve world-class results.

- Our Research Centres and partners include:
- Metabolic Research Unit (MRU)
- Centre for Rural Emergency Medicine
- Geelong Centre for Emerging Infectious Diseases
- National Centre for Farmer Health
- Epworth Hospital Geelong
- St John of God Hospital Geelong
- University Hospital Geelong
- CSIRO Australian Animal Health Laboratory
- The Western Alliance Academic Health Science Centre
- The Kardinia Health GP Superclinic

As a School we are committed to providing excellent education, research facilities and services for students and staff. We look forward to welcoming you to the School of Medicine.



# CLINICAL TRIAL COORDINATOR - MAGNET

## OVERVIEW

The Clinical Trial Coordinator will conduct activities in the area of clinical trials in psychiatry. The incumbent will be required to assist in the administration and coordination of multi-site clinical trials in psychiatry based at multiple sites across Australia. They will also be required to manage biological samples in liaison with the personnel responsible for overseeing the collection.

The incumbent will contribute to all facets of clinical trial coordination including (but not limited to) the submission of Human Research and Ethics Committee and regulatory body documentation, data entry and data management, management of biological samples, assist in recruitment strategies and participant contact, potentially conduct interviews and assessments with participants, and undertake general administrative duties involved in clinical trial coordination. The Clinical Trial Coordinator will work closely with the Chief Investigators, and other staff employed on the project. The incumbent will be based primarily at the University Hospital Geelong (Barwon Health).

This is a new fixed-term position funded by grants from the Medical Research Futures Fund.

The Clinical Trial Coordinator is expected to assist with the research output of the IMPACT Institute and

MAGNET network in terms of publications and grant applications.

## SERVICE

- Ensure effective communication and liaison with other staff within the Department, Hospital and other collaborating groups
- Attend appropriate staff development courses as the need arises and participate in the University's Performance Planning and Review Program

## PRIMARY RESPONSIBILITIES

- Managing the research project on a day-to-day basis by ensuring that data is being collected and stored appropriately
- Assisting with data collection, including recruitment and follow-up of research participants (including booking appointments, conducting interview assessments using psychiatric rating scales and other validated questionnaires, and data entry)
- Organising and attending relevant meetings and participating in the planning and review of the trial research protocol and related activities
- Effective communication and liaison with other research staff within the IMPACT institute, Deakin University, Barwon Health and other MAGNET partners and trial collaborating groups
- Familiarity with the principles of good clinical practice and a

commitment to operate within these guidelines

## RESEARCH AND SCHOLARSHIP

- Assist with the coordination of the MAGNET trials and other project as needed in accordance with GCP guidelines and National Health and Medical Research National Statement on Ethic Conduct in Research Involving Humans standards
- Assist with manuscript preparation and submission and literature reviews
- Effectively collate data, maintain data protocols and enter data into the clinical trial database. Conduct preliminary data cleaning, screening and analysis
- Liaising with clinical coordinators of the appropriate team, nurse unit managers in Mental Health, relevant departments in Mental Health, staff from multi-disciplinary teams, consumer groups, external facilities/community agencies and general practitioners
- Organise and manage biological samples including logging, shipping, and overall administrative requirements
- Remain up to date with current literature and methods relevant to the area of responsibilities

## Performance expectations

Annual performance objectives and expected outcomes will be defined for this role in accordance with the Minimum Standards and Typical Duties for Academic Levels (MSTDALs) and Faculty Research Expectation Models (FREMs). Specific duties will be allocated with reference to the applicable Workload Allocation Model (WAM). These documents are updated from time to time and are available on request.



# CLINICAL TRIAL COORDINATOR - MAGNET

## RESEARCH AND SCHOLARSHIP (cont.)

- Undertake administrative functions including clinical trial documentation, HREC submissions and approvals and interaction with other regulatory bodies
- Attend meetings associated with the research project(s) and attend other meetings as appropriate, such as Institute / School meetings and / or membership of a limited number of Committees
- Any other duties as directed, commensurate with the scope and classification of the position
- Promote the activities of the University, particularly those relating to research and research training, within academic and professional communities in Australia and internationally (if appropriate)
- Assist with scholarly publication by preparing findings/results for oral and written communication, contributing to the production of conference, seminar papers and publications.
- Constructively contribute to a vibrant research team by guiding the research effort of junior colleagues.

## DUTIES

- Effectively document, collate and generate data, maintain data protocols and enter data into the appropriate databases. Conduct data cleaning, screening and analysis.
- Assist with the translation of data into research publications, presentations, media, community and clinical forums.
- Be involved in professional activities, including (subject to availability of funds) attendance at conferences and seminars in the staff member's field of expertise.
- Co-supervise honours or postgraduate research students ensuring successful completions with quality results.

## OCCUPATIONAL HEALTH AND SAFETY

- Following safe work procedures and instructions.
- Taking reasonable care for the safety of self and others.
- Seeking guidance for all new or modified work procedures.
- Ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor.
- Participating in meetings, training and other health and safety activities.
- Using equipment in compliance with relevant guidelines, without wilful interference or misuse.
- Must cooperate with the University in relation to actions taken by the University in order to comply with the Occupational Health and Safety and Environmental legislation.

## ORGANISATIONAL CONTEXT

The Clinical Trial Coordinator will report to the Scientific Director of IMPACT Institute and senior Research Fellows at Level C and above. The Clinical Trial Coordinator may also take direction from the Chief Investigators of the MAGNET trials and the MAGNET steering group.

## ORGANISATIONAL RELATIONSHIPS

While based at The Geelong Hospital and employed by Deakin University, the Clinical Trial Coordinator will work closely with all MAGNET partners and other trial site partners.

## LOCATION

The position is based at the IMPACT Institute in the Health and Education Research Building, Barwon Health Geelong City.

## SELECTION CRITERIA - ESSENTIAL

### QUALIFICATIONS

- A degree in nursing, psychology, neuroscience or other related discipline with postgraduate qualifications or equivalent work experience with a substantial research focus.

### RESEARCH

- Previous experience in clinical trials (preferably investigator-initiated trials)
- Demonstrated skills in the coordination of data collection, database creation, data entry and analysis using Microsoft Office and statistical programs.
- Demonstrated ability to work effectively as a member of an interdisciplinary team.
- An understanding of GCP and NHMRC research guidelines for clinical trials.
- Demonstrated organisational skills including the demonstrated ability to maintain a high standard of data record keeping and a demonstrated ability to meet competing deadlines.
- Good interpersonal skills, including the ability to interact well with research and technical staff and students and excellent oral, written communication and presentation skills.
- Demonstrated sensitivity and respect for research project participants
- Demonstrated ability to liaise with (and or negotiate with) research clients, stakeholders and industry.

## SELECTION CRITERIA - DESIRABLE

- Experience in working across statistical packages (e.g. STATA or SPSS) and statistical analysis.
- Current driver's licence
- Certificate of pathology (blood samples and ECG) and blood processing experience (non-essential)



# Appointment process and how to apply

## Application

Thank you for your interest in the position of Clinical Trial Coordinator – MAGNET.

Please direct all correspondence and enquiries to;

Professor Michael Berk  
Scientific Director, IMPACT Institute

+61 3 4215 3320  
michael.berk@deakin.edu.au

## How to apply

Please apply online via:

[deakin.edu.au/about-deakin/work-atdeakin](https://deakin.edu.au/about-deakin/work-atdeakin)

Include cover letter, curriculum vitae and a response to the Selection Criteria.

Please quote reference number:

514712

## Interview process

An initial screening of prospective candidates will take place.

Short-listed candidates will be interviewed by a panel of esteemed colleagues.

Details of professional referees will be required prior to interview.

## Remuneration and benefits

An attractive remuneration package is offered. Salary will be commensurate with qualifications, experience and research record.

## Term of appointment

Appointment is for a 2 year fixed term position which is subject to an initial 12 month probationary period and which is potentially renewable on an annual basis.

## Special Requirement/s

This role has been identified as having contact with children and requires the incumbent to apply for and maintain a Working With Children Check (refer to Deakin's Recruitment Procedure for further details).

Must be amenable to processing human blood samples (no experience required, but preferable)



# Our locations

Deakin has five campuses, one in **Burwood**, two in Geelong (**Waterfront** and **Wauran Ponds**), one in **Warrnambool** and the vibrant Cloud Campus where over 25% of our students study. All students, regardless of their campus or mode of study, benefit from Deakin's award-winning digital environment.

*Deakin acknowledges the Traditional Custodians of our lands and waterways. We pay respects to Elders past, present and emerging.*

Melbourne has been named the world's most liveable city for more than 5 years running\*.

Further information regarding our locations and relocating to Victoria can be found here:

[Our locations](#)

[Considering Relocation](#)

[Geelong/SurfCoast timelapse](#)

*\*The Economist's annual study*

## GEELONG WAURN PONDS CAMPUS

Geelong Wauran Ponds Campus is located on the western edge of Geelong and is a thriving regional campus attracting over 8,000 undergraduate and postgraduate on-campus students. It boasts open and inviting spaces for socialising and studying, innovative architecture, spacious new buildings and wireless hotspots. The campus features expansive landscaped grounds and extensive sporting facilities.

