

Senior Project Officer

College/Division	College of Health and Medicine
School/Section	Menzies Institute for Medical Research
Location	Medical Science Precinct, Hobart
Classification	HEO 6
Reporting line	Professorial Research Fellow
Date	February 2023

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Project Officer at the [Menzies Institute for Medical Research](#) (Menzies), part of the [College of Health and Medicine](#).

Menzies is one of Australia's leading health and medical research institutes and is recognised worldwide for its research excellence. Research takes a bench-to-bedside and disease prevention approach that is aimed at improving patient care and clinical outcomes for the community by translating knowledge into clinical and policy actions and through the commercial application of discoveries. Tasmania, an island state with a population of over 500,000 people, has a discrete health system that enables close engagement with the University and with government agencies and health providers and offers a unique framework for translational health research.

The Senior Project Officer will support the Genetic Research into Pulmonary Fibrosis (GRIPF) Study, and other research studies conducted by the Cancer and Genetics Theme. GRIPF is a nationwide study involving recruitment of individuals with a significant family history of the lung disease, pulmonary fibrosis and related disorders and includes both affected individuals and family members. This study is conducted at multiple sites in Australia. The Senior Project Officer will oversee the day-to-day coordination and implementation of the study, including the co-ordination of recruitment nationwide, following up with recruitment sites to organise transfer of samples and the completion of clinical information for recruited participants, management of the study data, and communication with stakeholders.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Plan, coordinate and participate in all operational aspects of national recruitment at participating sites including preparing ethics and governance submissions and progress reports, liaison with study sites to oversee recruitment and respond to queries from study sites.
- Work with the Research Assistants/nurses at each site to maximise recruitment.



- Coordinate participant recruitment for the project nationwide, including performing remote recruitment as needed which may include scheduling, recruiting and screening of participants where required.
- Manage the study data generated from the study sites including accurate and timely data coding and entry, reporting of adverse events and maintenance of confidentiality requirements.
- Support the development, coordination and implementation of processes and procedures to aid with effective running of the project.
- Develop and implement optimal lines of project communication between investigators, partners, and other stakeholders.
- Understand and adhere to relevant legislation, policies, procedures including, WHS requirements, the Australian Code for the Responsible Conduct of Research and requirements of the National Health and Medical Research Council.
- Undertake any other administrative tasks associated with multiple study sites including the maintenance of site files and research governance requirements.
- Co-ordinate blood/saliva sample transfer and storage according to study protocols. Manage sample collection consumable distribution to study sites to ensure adequate supply at all times.
- Undertake other duties as assigned by the supervisor.

What We're Looking For (success criteria)

- A degree level qualification in health sciences, public health or nursing a related field, along with relevant experience, or an equivalent combination of relevant experience and/or education/training.
- Proven skills and experience in coordinating clinical trials and/or research studies, including recruitment of participants, liaison with study participants and investigators, data management and quality control.
- Excellent organisational skills, with the ability to manage competing priorities and use initiative and problem-solving skills in the day-to-day coordination of the project and the achievement of milestones and deadlines.
- Excellent communication and interpersonal skills, with the ability to interact effectively with a range of people and organisations and the ability to demonstrate sensitivity.
- Demonstrated ability to effectively use computer software, including word processing, email, spreadsheet and database packages.
- Demonstrated ability to perform tasks with a high attention to detail.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

