

## POSITION DESCRIPTION

### **Project Officer – eTrials – 1.0 FTE (2 years)** **Mater Clinical Trials**

<b>Position Title</b>	Project Officer – eTrials
<b>Division</b>	Mater Research - Mater Clinical Trials
<b>Location</b>	Level 2, Aubigny Place, Raymond Terrace, South Brisbane
<b>Position Purpose</b>	<p>The role of the Project Officer – eTrials is to support implementation of electronic business systems for management of clinical trials, and to act as the site administrator of operational business systems within Mater Clinical Trials.</p> <p>The role will collaborate with vendor personnel and clinical trial team staff to manage system configuration to meet end user needs, develop training materials and provide education to site personnel and support end users through system adoption, and develop SOPs and site user guides.</p> <p>Post-implementation, the Project Officer will act as the site administrator for electronic business systems within Mater Clinical Trials. The Project Officer will act as the site liaison with vendors, manage user access and permissions, work with site users and vendors to manage and update local system configuration and ensure that issues are resolved in a timely manner, coordinate evaluation and implementation of system updates, implementation of metrics and generation of reports on system usage and clinical trial activity.</p> <p>The role will work with the Business and Development Lead, Snr Manager of Clinical Trials, and clinical trial staff to support efficient conduct, management and administration of clinical trials within a continuous process improvement framework.</p>
<b>Occupational Category and Level</b>	MRL Admin Level 8
<b>Reporting Relationship</b>	Reports to MCT Business & Development Lead – Matthew Spitzer

<b>Review Date</b>	Oct 2024			
<b>Next Review Due</b>	Oct 2025			
<b>Staff Member</b>		<b>Signature</b>	<b>Date</b>	
<b>Direct Supervisor</b>	Matthew Spitzer	<b>Signature</b>	<b>Date</b>	
<b>Related Mater Position Description attached</b>	Yes <input type="checkbox"/> ref: _____ N/A <input type="checkbox"/>			

## OVERVIEW

### Mater

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. As Mater's capacity to genuinely and sustainably influence health outcomes has increased, our service model has adapted to incorporate and enhance contemporary practice. Today we recognise that achieving and sustaining our goal to help build a healthy community requires a sincere and consistent approach to integration of three key elements. To that end, our corporate strategy is heavily focused on integration, excellence and continuous improvement across three areas of health service delivery, education and research.

**Health:** Ongoing provision and expansion of our core healthcare services to build closer connections with our community, to promote wellness and healing.

**Education:** Organisation-wide integration of teaching and learning, with an inter-professional focus and approach to improve health education and clinical outcomes for all.

**Research:** Conducting research consistent with, and supportive of, our core healthcare services and partnering to share our research outcomes for the benefit of the community.

In the area of research, Mater will:

- Develop and conduct research programs which translate into clinical practice and contribute to delivery of best possible patient care.
- Undertake programs which support the sustainability of clinical services and teaching.
- Provide practical support to our clinical researchers to assist with recruitment and retention of clinical leaders. Drive an organisation-wide, accessible and integrated approach to evidence-based healthcare delivery.

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

### Mater Research (MR)

Mater Research (MR) is a world-class institute that is committed to academic medicine and aims to discover, develop, translate, and commercialise medical research that integrates with relevant areas of excellence within clinical practice. MR discovers ways to prevent and treat conditions affecting babies, children, adolescents and adults, helping them to lead healthy lives.

Our teams conduct outstanding research into:

- common diseases affecting children and adults
- more effective diagnosis and treatment of disease
- improving health outcomes for mothers and babies
- understanding development from babies through to adolescence and adulthood

## **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 is a full time position 1.0 FTE, **2-year term**. Working hours need to be agreed with one's supervisor. As with all scientific institutes, we acknowledge the need for flexibility in working hours in order to undertake the tasks appropriate to individual projects.

### **3. PURPOSE OF POSITION**

The Project Officer will manage site implementation stage of the Clinical Conductor clinical trial management system (CTMS) at Mater Clinical Trials Southeast Queensland. Following CTMS implementation, the Project Officer will act as the site administrator for the CTMS and the Site Docs electronic site file management system.

During CTMS implementation, the Project Officer will undertake training in CTMS administration, collaborate with site and vendor personnel to manage application setup to meet organisational goals, manage system configuration to meet end user needs, develop training materials and provide education to site personnel and support end users through system adoption and develop SOPs and site user guides.

Following CTMS implementation, the Project Officer will act as the site administrator for the CTMS and Site Docs. Responsibilities in this phase include acting as the site liaison with system vendors, managing user permissions, working with site users and vendors to manage and update local system configuration and ensure that issues are resolved in a timely manner, coordinating evaluation and implementation of system updates, implementation of metrics and generation of reports on system usage and clinical trial activity.

## **4. POSITION DESCRIPTION**

### **4.1 Project Deliverables**

- Project deliverables and timelines will be clearly defined with the successful candidate within 4 weeks of commencement.

### **4.2 Responsibilities**

- Liaise with system vendors
- Liaise with clinical trial teams and other Mater business units, as needed, regarding site implementation requirements
- Coordinate system configuration to meet organizational requirements
- Develop standard operating procedure and work instructions
- Develop educational materials and provide staff education regarding use of the CTMS
- Manage user permissions
- Work with site users and vendors to manage and update local system configuration and ensure that issues are resolved in a timely manner

- Coordinate evaluation and implementation of system updates
- Implement metrics
- Generate reports on system usage and clinical trial activity

#### 4.2 Education and Communication

- Demonstrate a high standard of written and oral communication and interpersonal skills
- Establish and maintain effective communication networks to facilitate efficient site implementation with relevant teams
- Attend relevant training programs
- Organise and facilitate workshops and training sessions with site staff
- Report on implementation progress and system usage to Mater Research senior management

#### 4.3 Self Accountabilities

##### Behavioural Standards

This role requires the incumbent to adhere to the Mater behavioural standards including the Mater Mission, Values, Code of Conduct, Mater Credo as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and actions, and holding self and others to account for these standards.

My Behaviour	<ul style="list-style-type: none"> <li>• I role-model the values in the way I behave towards others and adhere to organisational behavioural standards at all time</li> <li>• I translate mission into practice in my behaviour and actions</li> </ul>
My Role	<p>I am accountable for ensuring that:</p> <ul style="list-style-type: none"> <li>• I am clear on the tasks and accountabilities that are associated with my role</li> <li>• I fulfil any mandatory/professional competency requirements</li> <li>• I contribute to, and sign off on, my performance objectives and development plan</li> <li>• I request regular feedback from my manager in order to meet target performance expectations throughout the year</li> <li>• I carry out my development plan</li> <li>• I make an active contribution in my role as a team member</li> </ul>
Safety and Quality	<p>I am accountable for:</p> <ul style="list-style-type: none"> <li>• contributing to safe and quality patient/student care and employee safety on every occasion by adhering to the relevant legislation, standards, policies and procedures</li> <li>• contributing my part to 'zero harm' for staff, and 'zero preventable harm' for patients</li> </ul>

5. Client Experience	<p>I am accountable for:</p> <ul style="list-style-type: none"> <li>contributing to the positive experience of internal and external clients in everything that I do</li> <li>providing information to internal and external clients that is evidence based, useful and meaningful to them</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>I am accountable for recognising inefficiencies in my role and raising them with my Manager</li> </ul>
Reputation	<ul style="list-style-type: none"> <li>I am accountable for representing Mater and being a champion of all that is great about working at Mater</li> </ul>

## PRIMARY DELEGATIONS AND ACCOUNTABILITIES

- Develop a strong working relationship with the stakeholders to ensure effective and timely implementation of the project
- Demonstrate understanding and commitment to the joint NHMRC/AVCC Statement and Guidelines on Research Practice
- Demonstrate understanding and commitment to the NHMRC National Statement on Ethical Conduct in Research Involving Humans

## 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*

- Relevant health, research or project management qualification

### Experience, Knowledge and Skills

#### *Essential*

- Two to three years of experience in clinical research administration
- Ability to work with a variety of people in a complex healthcare organisation and an understanding of change management
- Knowledgeable in the use of IT systems in a healthcare or clinical research setting
- Proven organisational skills including multi-tasking and high level attention to detail
- Demonstrated high level written and verbal communication skills
- Ability to work independently and as part of a multidisciplinary team.

#### *Desirable*

- 1 to 2 years of experience in application administration
- Software implementation experience
- Prior experience with Clinical Trial Management Systems
- Prior experience with electronic site file systems



## **Personal Qualities**

### ***Essential***

- Personal attributes of integrity, tact, sound judgement and respect for confidentiality. Express a commitment to the promotion of the philosophy and objectives of the Mater Misericordiae Limited and Mater Research

## **8. REVIEW**

The position is for a fixed term of **two years**. Outcomes of the position will be reviewed upon completion of the term.