

## POSITION DESCRIPTION

POSITION TITLE:	Clinical Research Manager/Research Midwife
DIVISION / SECTION:	Child Health Division
SUPERVISOR:	Maternal Health Program Leader
CLASSIFICATION LEVEL:	GSL 8
SALARY RANGE:	\$102,636 - \$111,778 per annum
STATUS (FTE):	1.0 FTE
DIRECT REPORTS:	2-3
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none"><li>- Willingness to travel to remote communities (by light aircraft or 4WD) for up to five days, twice a month.</li><li>- Willingness to comply with the Top End Health Services Staff Immunisation Policy and provide proof of compliance (e.g. through serology) including evidence of COVID-19 vaccinations.</li><li>- Ability to obtain and maintain a current Working with Children Check (OCHRE card), National Police Clearance Check and NT Driver's License.</li></ul>

### **ABOUT MENZIES:**

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Indigenous Australians, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

### **SUMMARY OF POSITION:**

The Clinical Research Manager/Research Midwife will work closely with the Senior Research Fellows and will be responsible for managing and help build the emerging Maternal Health Program at Menzies School of Health Research which currently includes but is not limited to two research projects: (a) The Australian Multi-State Partnership to Prevent Preterm Birth Program and (b) the Prediction of Preterm Birth Using Vaginal Microbiology Study (GLU study). The Clinical Research Manager/Research Midwife will be responsible for the program, clinical and financial management and ensure that the research programs meet the standards of Good Clinical Practice (GCP) guidelines, the Australian Code for the Responsible Conduct of Research, and the National Statement on Ethical Conduct in Human Research. This position is based in Darwin; however, there may be a requirement to travel remotely via light aircraft and/or 4WD, as required for managing the program, up to twice a month.

### **PRIMARY RESPONSIBILITIES:**

Under the supervision of the Maternal Health Program Leader and working closely with the Child Health Division Business Manager, the Clinical Research Manager/Research Midwife will:

1. Manage the conduct of the Maternal Health Program in accordance with Good Clinical Practice (GCP) Guidelines, Australian Code for the Responsible Conduct of Research, National Statement on Ethical Conduct in Human Research, ethics approvals and Menzies policies and procedures.

2. Establish and manage appropriate processes for effective clinical trial management including development of work activity plans, study protocols, milestones and deliverables, reporting requirements, governance and ethics; contractual obligations; risk management and mitigation planning; monitoring participant recruitment and follow up, eligibility assessment, and obtaining informed consent.
3. Manage the governance of the clinical trial in accordance to executed agreements, including reporting adverse events, protocol deviations and violations.
4. Write, maintain and update all clinical trial documentation and study specific procedures, including study protocols, standard operating procedures, information sheets, medical records review, informed consent, questionnaires, data quality, confidentiality and integrity management, and specimen collection, storage and transportation to laboratories; and ensuring that data and specimens are high quality and collected and secured appropriately in accordance with ethical, cultural and confidentiality requirements.
5. Ensure accurate details of clinical history and examination, observation, management plan, investigations and action taken are recorded for study participants and noted in the medical records where appropriate.
6. Lead the team of research staff for the Maternal Health Program including recruitment, provision of education and training, supervision and mentoring, and support.
7. Collect all trial data and ensure it is stored/transmitted appropriately in accordance with ethical, cultural, and confidentiality requirements.
8. Coordinate visits to participating communities in remote areas via either air or road (manual 4WD) for community consultation and research feedback and translation.
9. Regularly review and monitor the clinical trial budget and budget forecasts, financial statements and expenditure monitoring including reporting expenditure in accordance with agreed budget allocations and timelines and financial operations including corporate credit card acquittals, procurement and relevant financial reporting.
10. Manage, administer and report to the independent Data Safety Monitoring Committee.
11. Contribute to manuscripts, publications and presentations based on research results and findings including submissions to peer reviewed journals in accordance with agreed research objectives.
12. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
13. Any other tasks as reasonably required by the Supervisor, Business Manager, Head of Child Health Division and/or Menzies Director.

## **SELECTION CRITERIA:**

### **Essential:**

1. Postgraduate qualification in Midwifery or Nursing with subsequent experience of at least four (4) years, and registration with the relevant Board of the Health Professions Licensing Authority and/or extensive experience in clinical trial management and financial management or an equivalent combination of relevant management experience and/or education/training.
2. Demonstrated experience in project management in accordance with Good Clinical Practice (GCP) Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research.
3. Demonstrated financial management experience including budget preparation and monitoring, financial reporting, procurement processes and business operations.
4. Highly developed oral and written communication skills in the preparation and publication of high level and quality reports, including interpersonal skills, with demonstrated capacity to communicate with a range of audiences in multicultural and multidisciplinary settings.
5. Demonstrated strong leadership skills and experience in staff supervision and management of a multidisciplinary team in a research environment.
6. Demonstrated initiative, problem solving and strong work ethic with capacity to work

independently without direct supervision under broad direction and as part of a multidisciplinary team.

7. Demonstrated ability to assess and establish priorities, manage competing deadlines against expected timeframes, in a fast changing and fluid workplace environment.
8. Demonstrated ability to maintain confidentiality of sensitive information, exercise diplomacy and discretion when dealing with sensitive and confidential issues and experience in problem solving and conflict resolution.
9. Demonstrated experience and competency with a range of computer software including the Microsoft Office Suite.

**Desirable:**

1. Experience and/or relevant work experience involving evidence-based medicine, health research, clinical trials, epidemiology, public health or biostatistics.
2. Knowledge or experience of working with disadvantaged populations in a hospital environment, remote primary healthcare centres, or early childhood centres.
3. Experience in a health research environment addressing Aboriginal child health priorities.

**Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.**

Approved by: Menzies Human Resources

Date: 21/04/2022

<b><u>GSL 8</u></b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value GSL 8/1 (\$)</b>	<b>Maximum Value GSL 8/4 (\$)</b>
<b>Gross Salary</b> (position advertised as General Staff Level 8)	102,636	111,778
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	14,369	15,649
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,685	9,685
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,570	1,570
<b>Total Salary Package</b>	<b>128,260</b>	<b>138,682</b>