

POSITION DESCRIPTION

POSITION TITLE:	Clinical Research Manager
POSITION NUMBER:	5384
DIVISION / SECTION:	Child Health Division
SUPERVISOR:	Senior Research Fellow – 3277
CLASSIFICATION LEVEL:	GSL 8
SALARY RANGE:	\$102,636 - \$111,778 per annum
STATUS (FTE):	Full-time (1.0 FTE)
DIRECT REPORTS:	1-2
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none"> - Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources. - Willingness to travel to remote communities (by light aircraft or 4WD) for up to three (3) days per trip, five (5) per year. - Willingness to comply with the Top End Health Services Staff Immunisation Policy and provide proof of compliance (e.g. through serology) including Hepatitis A & B vaccinations. - Ability to obtain and maintain a current Working with Children Check (OCHRE card) and National Police Clearance and NT Driver's License.

ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Islander Peoples, 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 Child Health Division of Menzies School of Health Research conducts numerous Randomised Controlled Trials (RCTs) focused on improving child respiratory health (for example probiotic therapy, vitamin D supplementation, and maternal vaccination). The Clinical Research Manager position will work closely with the Senior Researchers and be responsible for **RCT program and financial management**.

governance requirements and approvals, reporting and staff supervision. This position will primarily work on the probiotic RCT (Pro-Kids Study); however, will also contribute across other respiratory trials.

This position is based in Darwin and will require travel to remote communities and interstate (by light aircraft or 4WD) for up to three (3) days per trip, five (5) times per year.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the supervisor:

1. Establish and manage the conduct of the clinical trial including appropriate processes for effective clinical trial management such as the development of study protocols, study-specific procedures, milestones and deliverables reports, governance and ethics; contractual obligations; risk management and mitigation planning; monitoring participant recruitment and follow up, eligibility assessment, and obtaining informed consent.
2. Manage and ensure that the conduct of the clinical trial is in accordance with executed agreements, Good Clinical Practice Guidelines, Australian Code for the Responsible Conduct of Research and National Statement on Ethical Conduct in Human Research, ethics approvals, study protocols, cultural guidelines, legislative and regulatory requirements and Menzies policies and procedures.
3. Report on clinical trial progress and safety aspects including adverse events, protocol deviations and violations.
4. Write, maintain and update clinical trial documentation and study-specific procedures, including study protocols, standard operating procedures, information sheets, medical records review, consent forms, questionnaires, data quality and integrity, specimen collection, storage and transportation to laboratories in accordance with ethical, cultural and confidentiality requirements.
5. Regularly review and monitor the study budget, financial statements and expenditure monitoring including conducting budget forecasts including reporting expenditures in accordance with agreed budget allocations and timelines and financial operations including corporate credit card acquittals, procurement and relevant financial reporting.
6. Provision of training, supervision, mentoring and support to research staff.
7. Manage, track and facilitate participant recruitment and follow-up targets.
8. 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.
9. Communicate and coordinate effectively with study participants, the research team and other internal and external stakeholders including health organisations and Aboriginal Community Controlled Health Services.
10. Coordinate and conduct visits to participating communities in urban and remote areas via light aircraft or road (manual 4WD) for community consultation, participant recruitment, research feedback and translation under limited supervision.
11. Develop productive, cooperative working relationships with other members of the research team and division, as well as external collaborators.
12. Contribute to manuscripts, publications and presentations of research outcomes in peer-reviewed journals.
13. Assist with the conduct of other research studies as required.
14. Demonstrate and maintain 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.
15. Any other tasks as reasonably required by the Supervisor, Business Manager, Head of Child Health Division and/or Menzies Director.

16. Have 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.

SELECTION CRITERIA:

Essential:

1. Postgraduate qualification or progress towards equivalent qualifications in a health-related field and/or extensive relevant experience in project management and management expertise.
2. Demonstrate experience in managing and conduct of the clinical trial in accordance with Good Clinical Practice Guidelines, the Australian Code for the Responsible Conduct of Research and the National Statement on Ethical Conduct in Human Research.
3. Demonstrated strong leadership skills and experience in staff supervision and management of a multidisciplinary team in a research environment including planning and allocating staff resources, recruitment, development, coaching and mentoring employees and managing performance to deliver trial outcomes and continuous improvement.
4. Demonstrated financial management experience including providing support to budget preparation and monitoring, financial reporting, procurement processes and business operations.
5. 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 effectively with a range of audiences in multicultural and multidisciplinary settings.
6. Demonstrated initiative, problem-solving and strong work ethic with the 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 the confidentiality of data, personal and sensitive information, exercise diplomacy and discretion when dealing with sensitive and confidential issues and experience in problem-solving and conflict resolution.
9. Ability to build strong productive relationships within an organisation and collaborative external partnerships. Well-developed capacity to consult, collaborate and negotiate effectively with people from diverse cultures and a wide range of stakeholders.

Desirable:

1. Experience in child health, remote or paediatric nursing or in a health research environment.
2. Research experience and/or relevant work experience involving evidence-based medicine and clinical trials.

COVID-19 SAFETY REQUIREMENTS:

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace such good hygiene practices, mask wearing, physical distancing and any other reasonable direction.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

As a recognised national leader in Aboriginal and Torres Strait Islander health research, education and research training, Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify First Nations voices in all aspects of our work, and we strongly encourage Aboriginal and/or Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources

DATE: 9 May 2023

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