menzies
school of health research

POSITION DESCRIPTION

POSITION TITLE:	Clinical Research Coordinator
POSITION NUMBER:	5102
DIVISION / SECTION:	Global Tropical Health (TREAT - SC)
SUPERVISOR:	Project Manager – 4392
CLASSIFICATION LEVEL:	PAT 7
SALARY RANGE:	$96,260.00 - $104,463.00 per annum
STATUS (FTE):	Full Time
LOCATION:	Darwin
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	- Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources. - Travel interstate for up to five (5) days per trip, six (6) to eight (8) times per year. - Comply with the Worker Immunisation against Specified Vaccine Preventable Diseases NT Health Policy and provide proof of compliance (e.g., vaccine certificates or serology reports) including Hepatitis A & B vaccinations as per Category A of the NT Health Policy - Ability to obtain and maintain a current Working with Children Check (OCHRE card), National Police Clearance and NT driver's licence.

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

TREAT-SC is a Randomised, Double-Blinded, Placebo-Controlled Clinical Trial of Early, Short Course Oral Dexamethasone for the Treatment of Sydenham's Chorea in Children. The trial is aiming to recruit 80 children over 4 years in 21 hospitals across Australia and New Zealand. The trial is fully funded by the Australian Medical Research Future Fund until 2028, with Menzies acting as the study Sponsor for the Australian sites.

The Clinical Research Coordinator, under the direction of the Chief Investigator, will be responsible for the oversight of a National multi-centred clinical trial. The primary responsibilities include participant safety, regulatory compliance, data quality and completeness, medication accountability, ethical and governance approval processes and working closely with New Zealand counterpart to ensure quality assurance processes are adhered to across Australian sites. The role will be required to assist Australian Site Principal Investigators (PIs) in gaining local research governance approval and ongoing support with trial site activities to ensure compliance with the study protocol, Good Clinical Practice (GCP), Site Investigator Files, and local governance reporting requirements. The position will support recruitment and study activities within the Royal Darwin and Palmerston Hospitals.

PRIMARY RESPONSIBILITIES:

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

1. Work closely with Australian Site PIs, in gaining local Governance research approvals including the execution of standard clinical trial research agreements (CTRAs).
2. Implement centralised systems and processes that provide adequate oversight of the clinical trial conduct in all Australian sites to ensure trial conduct 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 protocol, cultural guidelines, legislative and regulatory requirements and Menzies' policies and procedures.
3. Development of standard operating procedures for the trial, day to day monitor of sites screening, recruitment, follow-up, data completeness and other study activities.
4. Actively monitor participant study timelines and assist Site PI to initiate clinical follow-up within the specified time frame, across all Australian participating sites.
5. Create and maintain Sponsor Investigator Site Files.
6. Working under direction from the Project Manager, contribute to amendments and annual report submissions to the lead Human Research Ethics Committee for approval and assist Site PIs with subsequent local governance approvals.
7. Work closely with the New Zealand Chief Investigator, Research Coordinator and Data Manager to assist with the Data Safety Monitoring Committee and coordinate the Australian specific Trial Management Committee including scheduling, preparing agenda, progress report, sending invitations and taking minutes.
8. Follow up serious adverse events and protocol deviations that occur in Australian sites and adhere to the Australian specific reporting requirements.
9. Assist with regular review and monitoring of the study budget, financial statements, and expenditure in accordance with agreed budget allocations, timelines, and financial operations including corporate credit card acquittals, procurement, financial reporting, and budget forecasts.
10. Lead communication strategies for dissemination of research progress and feedback to stakeholders, community, and participant families.
11. 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.
12. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Tertiary qualification in a health-related field and extensive relevant experience in project management and/or coordination. Proven working knowledge of Good Clinical Practice and applicable regulatory guidelines.
2. Highly developed communication and coordination skills ensuring effective interactions with study participants, the research team, internal and external stakeholders, collaborators, and cooperative working relationships with other members of the research team.
3. Demonstrated excellent verbal and written communication and interpersonal skills and cross-cultural experience to communicate with First Nations peoples and people from diverse cultures and the 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.
4. Demonstrated initiative, problem solving and strong work ethic with the capacity to assess and establish priorities, manage competing deadlines, and work independently without direct supervision under broad direction and as part of a multidisciplinary team.
5. Demonstrated ability to maintain confidentiality of data, personal and sensitive information, exercise diplomacy and discretion when dealing with sensitive and confidential issues, and experience in conflict resolution.
6. Understanding of financial management systems and experience providing support to budget preparation and monitoring, financial reporting, procurement processes and business operations.
7. Demonstrated computer literacy, flexibility, adaptability, and the ability to learn new skills where required.

Desirable:

1. Experience in clinical trial research.
2. Knowledge of rheumatic fever &/or rheumatic heart disease (RHD).
3. Demonstrated experience in managing health research programs.

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.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

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 Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources

DATE: 26/06/2024

PAT 7		
PACKAGE COMPONENT	**Minimum Value PAT 7/1 ($)**	**Maximum Value PAT 7/4 ($)**
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 7)	96,260	104,463
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	13,476	14,625
Salary Packaging Grossed Up (Based on utilising the full $15,900 salary packaging component plus the $2,650 Meal Entertainment Card.)	9,546	9,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)	1,676	1,676
Total Salary Package	**120,959**	**130,232**